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CHAPTER 5

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**Part I: HANDLING OF FRUITS, VEGETABLES, MEATS, ANIMAL PRODUCTS AND
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CHAPTER 5

RECEIPT, INSPECTION AND STOWAGE

PART A: RECEIPT

5000 GENERAL

Subsistence items received aboard a ship or shore activity are accompanied by a variety of receipt papers depending upon the method of request and the issuing activity. Certain certifications are common to all receipt documents. Receiving personnel must:

- a. date the document upon receipt,
- b. circle the quantity accepted,
- c. sign the document to indicate receipt,
- d. inspect commercial source receipts for condition and request medical department or Veterinary Service inspection for products of questionable quality, and
- e. stamp non-Prime Vendor commercial source receipt documents by medical representative as fit for human consumption.

5001 ANTICIPATION OF RECEIPTS

1. GENERAL. Receipt of subsistence items can be anticipated by shipment notices, delivery dates requested on requisitions, or by other indications that deliveries will be made on specified dates. When deliveries of food items are expected, the Food Service Officer/receipt inspectors will be notified so that inspections for quality and quantity may be coordinated with medical department/veterinary representatives. Adequate storage space will be made available and working parties will be obtained.
2. RECEIVING CONTROL. Receiving subsistence items involves many separate steps. The general term "receipt" includes: planning, preparation, inspection, storage, processing receipts, posting records, and paying dealers' bills. Proper receipt of food items is important in establishing and maintaining control of the food service operation. The Food Service Officer will ensure proper receipt control procedures are followed when ordering, and storing.
3. WORKING PARTY ASSIGNMENTS. A ship's instruction will exist indicating the number of personnel each department must supply for the various working parties (i.e., 5-person, 10-person, etc.). A few days before, including the day of delivery, publish in the plan of the day the working party requirements for that day's delivery. Request a list from each department of the personnel they have assigned to the working party. Use this as a muster list when the working party is called away. When there is a working party consisting of personnel from other departments, use supply personnel as checkers, spotters, and supervisors to the greatest extent possible.
4. STOREROOMS. Ensure the bulk storeroom custodian is aware that stores are going to be delivered and the storeroom is ready. Subsistence items will be arranged so that the oldest

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stock will be issued out first, (first in - first out), according to date of pack and condition of product.

5. **RECORDS.** It is advisable, whenever possible, to bring stock records in agreement with the actual stock on hand prior to receipt of new food items. Stock records will be posted and kept up to date to provide the control needed in resolving any differences occurring during the receipt process.

6. **INCOMING MATERIAL FILE.** This file contains copies of all outstanding requisition and purchase documents for use by the bulk storeroom custodian who will physically receive the food items being ordered.

5002 RECEIPT DOCUMENTS USED

1. RECEIPTS FROM PRIME VENDOR

a. Receipt Document. Vendor's Delivery Invoice

2. **RECEIPTS FROM COMMERCIAL VENDORS.** Receipt documents used for purchases from commercial vendors will be one of the following:

- a. Order for Supplies or Services/Request for Quotations (DD Form 1155), or
- b. Vendor delivery invoices.

3. RECEIPTS FROM MILITARY ACTIVITIES

a. Types of Receipts. Receipts from DLA and Naval Supply activities include receipts from the following:

- (1) DLA Supply activities,
- (2) Naval Supply activities,
- (3) Combat Logistic Force (CLF) ships, and
- (4) Other Military Services.

b. Receipt Documents. Receipt documents from Military activities will be one of the following:

- (1) DoD Single Line Item Release/Receipt Document (DD Form 1348-1),
- (2) Requisition and Invoice/Shipping Documents (DD Form 1149), or
- (3) as required by the issuing activity.

4. **RECEIPTS FROM OTHER END USERS.** The receipt document used for requisitions from other end users will be the Requisition and Invoice/Shipping Document (DD Form 1149).

PART B: RECEIPT AND INSPECTION PROCEDURES FOR SUBSISTENCE PRIME VENDOR

5100 BACKGROUND

1. DEFENSE SUPPLY CENTER, PHILADELPHIA (DSCP) GUIDANCE. The DSCP Prime Vendor Guide provides specific guidance on quality assurance during receiving. The contract quality assurance responsibility is assigned to DSCP-HFVN, Subsistence Prime Vendor Branch, Directorate of Subsistence.

Day to day quality assurance is the responsibility of the ordering activity. At many ordering activities the receiving official is the government's first line quality assurance representative and the final authority for accepting or rejecting products. Products where health factors, such as suspected unwholesomeness are concerned, will not be accepted without the concurrence of the responsible military medical authority.

Where Military Medical activities are supporting the ordering activities receipt inspection of multiple-line commercial products, medical receipt inspection should focus primarily on examination for wholesomeness and sanitary approved sources, consistent with the direction of the responsible military medical authority.

When destination inspection at time of delivery is unreasonably difficult or will unduly delay delivery conveyances, a system for spot-checking may be employed, consistent with the direction of the responsible medical authority. Delivery conveyances will not be unduly delayed for the purpose of performing a receipt inspection.

2. FOOD SERVICE OFFICER RESPONSIBILITIES - GENERAL. The Food Service Officer is responsible for establishing systems and procedures that ensure products received from the Subsistence Prime Vendor conform to contract specifications and are properly inspected for quality and quantity upon receipt.

3. MILITARY MEDICAL VETERINARY INSPECTION RESPONSIBILITIES. The U.S. Army Veterinary Service is responsible for the Food Safety and Product Compliance Evaluations. US Army Veterinary Service will develop an installation support plan to ensure that the Subsistence Prime Vendor maintains a high level of performance. Routine inspections will be conducted to verify that the products received meet prescribed performance standards during storage, preparation, serving, and are of a satisfactory quality level. The inspections will ensure that no economic fraud, product misrepresentation, or unauthorized product substitution is occurring. The Army Vets will periodically inspect deliveries on the pier and will be permitted to come onboard ships to inspect the quality of food items received from the Subsistence Prime Vendor. The Food Service Officer or his/her representative can request U.S. Army veterinary service or the medical representative to assist with any determination that delivered food is deteriorated, contaminated or infested.

4. SUBSISTENCE PRIME VENDOR RESPONSIBILITY FOR QUALITY. Subsistence items received from commercial vendors will originate from an approved source. All food items will be of US origin. No meat or meat food products delivered within the United States will be accepted unless each article bears on it, or on the original package, the stamp or label of the Department of Agriculture that the meat or meat products have been "U.S. Inspected and Passed". A United States Department of Commerce Certified Shellfish Shipper's Certificate must accompany all unshucked shellfish shipments. This tag must be attached to the

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container. This tag is required to remain attached until the container is empty, and thereafter kept on file for 90 days. Fresh crustaceans (lobster and crab) must be alive to be accepted.

5101 QUALITY INSPECTION

1. **FOOD SERVICE OFFICERS.** Food Service Officers will inspect all subsistence items to determine the exact quantity received, that all products are received in excellent condition, and will sign the necessary papers in black ink to acknowledge receipt. In the absence of the Food Service Officer, the authorized receipt inspector may receive and inspect food items. Although not recommended, at the TYCOM's discretion the Bulk Storage Custodian may be authorized to be the receipt inspector. Food Service Officers will contact the US Army Veterinary Service for advice on any suspected wholesomeness issues. Veterinary assistance will be requested, in advance, for all load outs/deployments.

2. **U.S. ARMY VETERINARIAN.** Deliveries made by the Prime Vendor are subject to random inspection by the Army Vets. In the absence of the Army Vets, the Food Service Officer must request assistance from the Medical Department Representative (MDR) to determine if delivered food is deteriorated, contaminated or infested. (The MDR is still required to perform fitness-for-human consumption inspections on local purchase food items not inspected by Army veterinary personnel). Under STORES the Army veterinary food inspection will be as follows:

- a. Random inspection on deliveries will be conducted on the pier or ashore facility as they are received.
- b. Routine customer service visits will be scheduled to evaluate products received and the vendors performance.
- c. Special product compliance evaluations will be performed to ensure that the items meet all the requirements in the purchase documents under which they were procured.
- d. On-call assistance will be provided if a problem is noted during or after a delivery with a particular food product.
- e. Under this program, the veterinary food inspector's stamp is not required for the vendor to receive payment.
- f. The dollar amount for any Army Vets sampling will be posted as a Survey. (Check the applicable section of this publication for the dollar value limitations in using the NAVSUP 1334, Loss without Survey, or the DD Form 200, Report of Survey).

5102 DELIVERY

1. **GENERAL.** All items will be delivered at designated areas, free of damage, with all packaging and packing intact. Food products will be covered for protection from inclement weather as necessary. The Subsistence Prime Vendor shall remove all excess pallets from the delivery point by prior arrangement between the SPV and the ordering activity. Deliveries may be decreased or increased dependent on mission requirements and upon agreement between the Food Service Officer and the Subsistence Prime Vendor and/or the FISC and DSCP.

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2. **DELIVERY SCHEDULES.** Delivery schedules will be coordinated prior to arrival to ensure availability of equipment and /or personnel. Subsistence Prime Vendor contractors are aware that projected feeding strengths at each naval location are subject to fluctuations based on a variety of factors, i.e. seasonal increases/decreases in personnel, surges in personnel during crisis situations or deployments/homecomings. The Prime Vendor Customer Service Representative will maintain open communications with the FISC, TYCOMS, and Food Service Officers to be aware of these fluctuations and provide the increased quantity and frequency of deliveries needed during these critical times.

If the Subsistence Prime Vendor does not make a delivery within the specified delivery window to any facility, he may be liable as specified in the contract except if:

- a. The Prime Vendor attempts delivery and is refused entry to the base or pier.
- b. The facility or FISC, acting as agent for the ship, cancels or refuses delivery.
- c. The vehicle is delayed, through no fault of the Subsistence Prime Vendor, at a prior delivery site resulting in delays to subsequent deliveries.

The Prime Vendor shall not be liable for any excess cost if the failure to conform to contractual schedules arises out of causes beyond the control and without the fault or negligence of the contractor.

3. **DELIVERY VEHICLES.** The Subsistence Prime Vendor will provide clean, closed delivery vehicles that are equipped with lift gates. Delivery vehicles will be capable of maintaining products at appropriate temperatures. The Food Service Officer or authorized receipt inspector will inspect delivery vehicles for sanitation at destination. Vehicles that are not sanitary or which are not equipped to maintain prescribed temperatures may be rejected without further inspection.

5103 RECEIPT AND INSPECTION OF FOOD ITEMS RECEIVED FROM SUBSISTENCE PRIME VENDOR

1. **INSPECTION OF SUBSISTENCE.** The Food Service Officer is responsible for the receipt, identification and inspection of all incoming subsistence items. All food items will be inspected at destination for conformance to all terms and conditions quoted or referred to in the contract. These terms will include, but are not limited to, count, condition, and identity. Under ordinary circumstances, deviations from the terms and conditions of the contract are not permitted. However, deviations may be allowed when approved prior to delivery by the Food Service Officer. Substitutions for ordered items are not permitted. When orders call for specific grade, type, or quality of food products, only the specified items will be accepted upon delivery. Food items will not be accepted if deviations or substitutions have been made, even if offered at reduced prices, unless approved by the Food Service Officer. The Food Service Officer or his designated receipt inspector will be thoroughly familiar with the requirements set forth in the Subsistence Prime Vendor contract and solicitation. The Food Service Officer or designated representative will inspect supplies as promptly as is practicable after delivery. Failure to promptly inspect or accept supplies does not relieve the contractor from responsibility, or impose liability on any one of the ordering facilities, for non-conforming supplies.

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2. **IDENTITY INSPECTION AT RECEIPT.** Food items will be inspected to ensure that the product is the item, type, style, and grade as ordered. Receipt inspectors will be familiar with contractual labeling requirements and thoroughly trained to determine shelf-life requirements and shelf-life remaining at receipt. All products will have an "open coded" Date of Pack (DOP) and an open coded "Use by Date", "Best If Used By Date", "Sell By Date" or similar marking indicating the end of the guaranteed freshness date. The Subsistence Prime Vendor will deliver the freshest food possible, but as a minimum, will have 12 months of expected original manufacturer's shelf life remaining for items having a shelf life of 16 months or greater. Nine months remaining shelf life are required for items with a shelf life of 12 to 16 months. And for short shelf life subsistence items having less than 12 months of normal shelf life, at least 75% of the manufacturer's original shelf life is required.

3. **QUANTITY/COUNT INSPECTION UPON RECEIPT.** Food items will be inspected to ensure proper quantity (quantity on receipt document matches quantity actually received). Each item must be checked to verify that the correct number of items are received, based on the unit of issue (bags, cans, lbs., etc.). Net weights marked on standard packages will be accepted. The count on the outside of containers will be confirmed by randomly selecting at least one case of each line item and ensuring that counts indicated on the outside of a container match the actual contents. The counts indicated on the container must be checked on any container that has been opened.

4. **QUALITY/CONDITION INSPECTION UPON RECEIPT.** Food items will be inspected to verify their acceptability and wholesomeness. This inspection must include, but not be limited to, temperature (for chill and frozen), age (date of pack). The products will be inspected to verify they are in the condition required by the contract; i.e. fresh, not wilted, in the case of vegetables, not off-condition in the case of meats. Packaging and Packing must be adequate to protect the product during storage and meet contractual requirements for general messes afloat. Samples should be selected from the rear, middle and front of the delivery van. Representative samples of each type of product should be included in the sampling for inspection. The contractor is responsible for proper product storage, segregation, and delivery of product in excellent condition. The following will apply:

a. Frozen food items will be delivered with internal temperatures not exceeding 0 degrees Fahrenheit. Evidence of thawing and refreezing shall be cause for rejection of an item.

b. Case weight of frozen meat items should be at least 40 pounds and not over 60 pounds in weight with a 1/2-inch head space (air gap).

c. Items requiring "Protection from Heat" shall be delivered at a temperature below 70 degrees Fahrenheit or less.

d. Items requiring "Chilled" conditions will be delivered with internal temperatures between 32 to 40 degrees Fahrenheit.

e. The recommended internal temperature for ice cream is -10 degrees Fahrenheit. The temperature will not exceed 0 degrees Fahrenheit.

f. Containers and wrapping must be intact and not damaged. Packages will be free of dripping and show no evidence indicating that the contents have been mishandled.

5. **MEDICAL DEPARTMENT CERTIFICATION.** A medical department certification is not required for deliveries made to a Navy or Marine Corps food establishment by a Subsistence

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Prime Vendor or a subcontractor under a Prime Vendor Contract. If there is any doubt as to fitness of any item, the product will not be accepted. It will be referred to local Army Veterinarian or Environmental Preventive Medicine Unit (EPMU) for resolution. Disposition instructions come from DSCP. Deliveries made by the Subsistence Prime Vendor are subject to random inspections by the Army Veterinary Service. Under the Subsistence Prime Vendor program, the veterinary food inspector's stamp is not required for the vendor to receive payment.

6. **ACCEPTANCE OF FOOD ITEMS.** The information gained in the course of receipt inspections is necessary to make the proper decision for initial acceptance of food items delivered under Subsistence Prime Vendor. The Food Service Officer or designated representative is the final authority on decisions to accept or reject deliveries, except in cases of suspected unwholesomeness and unapproved sources. Food found to be deteriorated, contaminated or infested at the time of delivery will be rejected and returned to the Subsistence Prime Vendor. Any item that has been mishandled, has incorrect internal temperatures at delivery, shows evidence of being thawed and refrozen, has freezer burn, is dehydrated, etc. will not be accepted. Food Service Officers will contact the Army Veterinary Service for disposition advice on all questions of fitness for human consumption or wholesomeness. In the absence of the Army Veterinary Service, the Food Service Officer must contact a medical department representative. Any food item received in less than excellent condition must be reported and rejected.

5104 AUTHORIZED RETURNS

The contractor will accept returns under the following (but not limiting) conditions:

- a. Products shipped in error
- b. Products damaged in shipment
- c. Products with concealed or latent defects
- d. Products that are recall
- e. Products that do not meet shelf life requirements
- f. Products that do not meet minimum quality requirements
- g. Products delivered in unsanitary vehicles
- h. Products delivered that fail to meet minimum/maximum temperature requirements
- i. Over-ordered products in new condition

5105 REJECTION AND RE-DELIVERY OF DISCREPANT ITEMS AT DELIVERY

1. RECEIVING ACTIVITY RESPONSIBILITY.

a. Afloat: notify the FISC customer service representative for immediate resolution of the problem. Ashore: notify Subsistence Prime Vendor for immediate resolution of the problem.

b. Immediately notify their DSCP account manager via their TYCOM representative of any problem not resolved by the FISC or the Subsistence Prime Vendor.

c. Submit a Report of Discrepancy (SF 364) to DSCP for any problem that has not been resolved after step one. Afloat units will submit SF 364 via FISC and TYCOM.

d. When products are rejected at time of receipt for medical inspection reasons, a copy of the Public Health Inspector's or Veterinary Inspector's inspection report shall be faxed to DSCP-HFVN (DSN: 444-3684 or 215-737-3684) with a copy of the corresponding invoice.

2. DELIVERY TICKETS. In the event an item(s) is rejected, delivery tickets will be annotated as to the item(s) rejected. These items and their respective costs shall then be lined out and initialed by the driver and the receiving person. The receipt inspector will clearly annotate a reason for each item returned to the Subsistence Prime Vendor. Items rejected for any reason will be annotated with the specific reason, i.e., high temperature, mechanical damage, decay for FF&V, unapproved source, etc.

3. REPLACEMENTS. Replacements are authorized, dependent upon the needs of the command. Same day re-delivery of replacement items shall be provided when the customer requires immediate use of the item. In this instance, the Food Service Officer will notify FISC/Subsistence Prime Vendor to re-order the replacement items and request a same-day or a next day delivery date. Replacement items that are delivered the same day or later will require a new order entry and will be delivered under a separate invoice. These re-deliveries will not be considered as an emergency order. Replacement items may be delivered on an unlimited basis at no extra charge. The invoice signed by the receiving official should only reflect the items that were actually received. Commands must not sign for a replacement item until it is actually received.

4. BILLING ADJUSTMENTS. If the rejected item(s) are not needed immediately, a billing adjustment will be made to the original invoice to reflect corrected charges. Replacement of rejected product will be ordered at the discretion of the Food Service Officer.

5106 RECEIPT DOCUMENT PROCESSING

1. GENERAL. Upon delivery, inspection, and acceptance of provisions from Subsistence Prime Vendor, the Food Service Officer/receipt inspector will

a. Circle the quantity received and sign, date, and annotate the time of delivery on the delivery invoice. Any changes in quantity received, line out the incorrect quantity, initial the correction, annotate and circle the actual quantity received and the reason for the change, i.e. rejected, missing, substitution. The Subsistence Prime Vendor representative/driver must initial all corrections.

b. Return required number of copies of the completed invoice to the delivery vehicle driver.

c. Ashore - Forward copy of invoice to records keeper for posting to SPV. Afloat - Forward copy of invoice to records keeper and verify against the SPV receipt report from the FISC.

5107 DISCREPANCIES DETECTED AFTER RECEIPT - LATENT OR HIDDEN DEFECTS

1. GENERAL. The Food Service Officer must request inspection by Army Veterinary Service personnel, when available, or medical representative personnel for product found to be defective after the initial delivery. Army Vets or Medical representative will substantiate the existence of hidden or latent defects and determine if the items are fit for human consumption.

2. PROCEDURES

a. Ashore General Messes. Contact the Subsistence Prime Vendor to arrange for return of the items for replacement. Consult with the supporting Army Veterinary Service representative to determine that appropriate local health authorities have been notified of confirmed wholesomeness problems.

b. Afloat Units In Port. Contact the TYCOM and FISC to arrange for return of the items for replacement. Consult with the supporting Army Veterinary Service representative to determine that appropriate local health authorities have been notified of confirmed wholesomeness problems.

c. Afloat Units Underway. Items inspected by medical personnel and found to be non-hazardous must be kept onboard until the ship is back to its homeport and items can be returned to the vendor for a replacement. However, if the storage capacity does not permit such action to be taken, these items must be surveyed. If surveyed obtain pictures if possible of the item, a certificate of unfitness for human consumption from the medical department and submit a copy of the survey form with the Report of Discrepancy (SF 364) to DSCP via TYCOM and SUP 51 for credit resolution. Food Service Officers will follow the procedures set forth in this publication for surveying and disposing of food items deemed hazardous. If possible obtain a picture of the hazardous item(s). The medical department representative will provide a certificate of unfitness for human consumption form that confirms that the discrepancy was not due to action of the ship. The Food Service Officer will consult with medical personnel before discarding any food items suspected to be hazardous or unsafe. The Food Service Officer will submit a copy of the survey form with the Report of Discrepancy (SF 364) to DSCP (DSCP-HS(CDCFP)).via TYCOM and SUP 51 for credit resolution. A copy of the Public Health Inspector's or Veterinary Inspector's inspection report shall be attached to the SF 364.

5108 REPORTING OF DISCREPANCY IN SHIPMENT

Timely reporting of problems encountered in the delivery of subsistence is critical. Use the Report of Discrepancy (SF 364) to report any problem encountered in the delivery of subsistence by Subsistence Prime Vendor. Originators must be specific in describing the nature and facts of the problem being reported. Prior to submission, the Food Service Officer will ensure the report is reviewed for accuracy and detail. The basic questions of what, when, where, and why must be answered. Upon completion, forward the Report of Discrepancy (SF 364) to DSCP for action (via FISC and TYCOM for afloat commands).

In order to be credited for any discrepancy detected after the receipt documentation has been forwarded to DSCP, and the distributor has not provided a one for one replacement, a report of discrepancy must be completed to adjust your bill. Mail to the Defense Support Center Philadelphia. Attn.: DSCP-HS (CDCFP), 2800 S. 20th Street, Philadelphia, PA. 19145 - 5099.

PART C: RECEIPT AND INSPECTION PROCEDURES FOR OTHER THAN SUBSISTENCE PRIME VENDOR

5200 INSPECTION OF FOOD ITEMS RECEIVED FROM DLA, NAVAL AND OTHER GOVERNMENT SOURCES

An ashore supply activity will perform a quality inspection of food items upon acceptance from the original supplier. This inspection will be in accordance with NAVSUPINST 4355.4 (series) and will ensure that the food items conform to the contract requirements included in the purchase document. Such inspections will not be duplicated aboard ship. Prior to loading, the receiving individual along with the medical department representative will inspect all food items, in accordance with NAVMED P5010-1, to detect any deterioration, contamination, or infestation that may have occurred since the quality inspection at the supply activity. Special attention will be given to inspection of perishable and infestable type foods. Food found to be deteriorated, contaminated or infested at the time of delivery to ashore activities or ships in port will be rejected and returned to the supplying activity. Government owned subsistence items received in usable condition but unfit for storage will be used promptly and any loss surveyed. Foods received via underway replenishments that are suspected to be hazardous should be immediately separated and disposed of in accordance with paras. 5301, 6001 through 6002, and NAVSUP P-485.

5201 INSPECTION OF FOOD ITEMS RECEIVED FROM COMMERCIAL SOURCES OTHER THAN SUBSISTENCE PRIME VENDOR

1. GENERAL. Subsistence items received from commercial vendors will originate from an approved source. All food items will be inspected at destination for conformance to all terms and conditions quoted or referred to in the contract or purchase order. These terms will include, but are limited to, count, condition, and identity. Under ordinary circumstances, deviations from the terms and conditions of the contract or purchase order are not permitted. However, deviations may be allowed when necessary due to lack of time or other extenuating circumstances. Substitutions of food items shown on contracts or purchase orders are not permitted. When contracts or purchase orders call for specific grade, type, or quality of food products, only the specified items will be accepted upon delivery. Food items will not be accepted if deviations or substitutions have been made, even if offered at reduced prices, unless they are urgently needed. If food items are urgently needed, and therefore accepted at a reduced price, a modification to the contract or purchase order (Standard Form 30) is required (see para. 5208-3b).

2. SUBSTANDARD DELIVERIES. Food found to be deteriorated, contaminated or infested at the time of delivery will be rejected and returned to the commercial source. No meat or meat food products delivered under contract within the United States will be accepted unless each article bears on it, or on the original package, the stamp or label of the Department of Agriculture that the meat or meat products have been "U.S. Inspected and Passed". All shucked and unshucked shellfish shipments must be accompanied by a United States Department of Commerce Certified Shellfish Shipper's Certificate. This tag must be attached to the container. This tag will remain attached until the container is empty, and thereafter kept on file for 90 days. Fresh crustaceans (lobster and crab) must be alive to be accepted.

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3. **DISPOSITION OF RECEIPT DOCUMENTS.** The Food Service Officer will retain the signed copies of all DD Form 1155s under lock and key (accountability file) until the bills are forwarded for payment.

5202 INSPECTION BY THE MEDICAL DEPARTMENT

A designated representative of the medical department will perform a fitness-for-human consumption inspection upon receipt of food items. The medical representative will sign the receipt document showing that the inspection has been performed. If there is any doubt as to fitness of an item, it will not be accepted. The item(s) will be referred to the local Army Veterinarian or Environmental Preventive Medicine Unit (EPMU) for appropriate disposition. When a receipt inspection is performed by the Army Veterinary Service or Preventive Medicine Unit at a central inspection point prior to delivery, proof of inspection is stamped on the vendor's delivery ticket and further medical inspection is not required during receipt.

5203 RECEIPT ON BOARD

The Food Service Officer is responsible for the receipt, identification and inspection of all incoming subsistence items. When subsistence items are received, the Food Service Officer will inspect these items to determine the exact quantity received and will sign the necessary papers in ink to acknowledge receipt. In the absence of the Food Service Officer, a responsible person who is authorized in writing by the commanding officer (see sample letter in Appendix B) may receive and inspect food items. Although not recommended, at Type Commander discretion, the bulk storeroom custodian may serve as the receipt inspector.

5204 RECEIPT BY THE AUTHORIZED RECEIPT INSPECTOR

1. **GENERAL.** Upon receipt of provisions from Navy or approved commercial sources, the receipt inspector will remove one copy of each receipt document and forward it to the bulk storeroom custodian prior to inspecting or counting the food items.

2. **QUALITY INSPECTION UPON RECEIPT.** Upon delivery, food items will be inspected to verify their acceptability before signing for receipt.

a. This inspection must include, but not be limited to, temperature (for chill and frozen), age (date of pack), and condition. Samples should be selected from the rear, middle and front of the delivery van. Representative samples of each type of product should be included in the sampling for inspection if it is a mixed load. This information is necessary to make the proper decision for initial acceptance and/or subsequent issue on board. Any food item received in less than excellent condition must be reported or rejected in accordance with 5200 or 5201.

b. A local code must be established (i.e., different color markings on cases) to identify the receipt date to be used in conjunction with date of pack (DOP) and inspection results so that a FIFO procedure will be effective.

c. **First In First Out (FIFO).** First in-first out is a procedure that only determines the order of precedence for issue. The final decision for issue will depend on product condition as determined by inspection.

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3. QUANTITY INSPECTION UPON RECEIPT

a. Receipt from Navy Sources. The receipt inspector will then inspect the quantity of food items received, circle the exact quantity received (unit of issue) and sign and date the receipt document (Figure 5-1). The receipt inspector ensures proper quantity (quantity on receipt document matches quantity actually received). Net weights marked on standard packages received from the Navy or other government agencies will be accepted. The quantity on the outside of the container received from government sources will be accepted providing the container has not been opened. The quantity indicated on the container must be checked if the container has been opened. The receipt inspector then forwards the receipt documents to the Food Service Officer.

b. Receipt from Commercial Sources other than Prime Vendor

(1) Upon receipt of provisions from a commercial source, the receipt inspector will remove one copy of each delivery ticket and forward them to the bulk storeroom custodian before counting the food items. If only one copy of a delivery ticket is provided, an additional copy will be made and forwarded to the bulk storeroom custodian. The receipt inspector will then inspect and circle the quantity received and sign and date their copy with the date the items were actually received (Figure 5-2). The quantity on the outside of containers received from commercial sources will be confirmed by randomly selecting at least one case of each line item and ensuring that quantities indicated on the outside of a container match the actual contents. The quantity indicated on the container must be checked on any container that has been opened. This person then forwards the document to the recordskeeper for posting.

(a) Indefinite Delivery Contract. At the end of the month, the Order for Supplies or Services/Request for Quotations (DD Form 1155) is taken out of the outstanding purchase order file by the recordskeeper. The recordskeeper adds up the total receipts for the month using the retained copies of the delivery tickets, records and circles the exact quantity received during the month, then signs and dates the DD Form 1155 (Figure 5-3).

(b) Definite Delivery Contract. The recordskeeper records and circles the exact quantity received on the DD Form 1155 using the delivery ticket. This procedure is the same as that shown in subpara. 5202-3(1)a, except only one delivery ticket is used to annotate the DD Form 1155 instead of adding several delivery tickets.

4. SHORTAGES AND OVERAGES. Shortages and overages will be handled in accordance with paras. 5207 and 5208.

5205 UNSATISFACTORY SUBSISTENCE ITEMS

The subsistence supply system has quality provisions designed to guarantee the receipt of wholesome, satisfactory food items at military general messes. However, DoD procurement systems do experience breakdowns that allow some unsatisfactory products to filter into the military pipeline. As an aid to controlling or eliminating this situation, unsatisfactory food items must be reported promptly upon receipt in accordance with the procedures outlined in paras. 5300 and 5301. Speed and accuracy in reporting discrepancies is important particularly if the product is hazardous/suspect. In all instances, immediate reporting of defective food items will enable the contracting agency to initiate warranty action against the supplier, thereby protecting the financial interests of the government. Defects discovered after receipt, i.e., during inspections, breakouts, or preparation, should also be reported provided the defective

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condition is not due to mishandling or overaging of the item while in the custody of the using activity. This will enable the contracting agency to initiate warranty action against the supplier, thereby protecting the financial interests of the government.

5206 RECEIPT BY THE BULK STOREROOM CUSTODIAN

1. GENERAL. The bulk storeroom custodian receives copies of the receipt documents from the receipt inspector at the time the food items are received. The bulk storeroom custodian will stamp his copy of the receipt document to accept responsibility on all receipt documents. The stamp will contain the following information:

"I HEREBY ACKNOWLEDGE RECEIPT OF ITEMS LISTED
HEREON FOR WHICH I HOLD MYSELF RESPONSIBLE TO
THE UNITED STATES GOVERNMENT"

NAME _____

RATE _____ DATE _____

2. ANNOTATING RECEIPT DOCUMENTS. Upon receipt of provisions from Navy and commercial sources, the bulk storeroom custodian will inspect the quantity of food items received, circle the exact quantity received on the receipt document and sign and date the responsibility statement that was entered on the receipt document (Figure 5-4). The bulk storeroom custodian then forwards the receipt document to the Food Service Officer.

3. SHORTAGES AND OVERAGES. Shortages and overages will be handled in accordance with paras. 5207 and 5208.

5207 SHORTAGES IN SHIPMENT

1. GENERAL. A shortage occurs when the quantity received is less than the quantity shown on the receipt document, regardless of the quantity on the original requisition. A shortage may occur due to a shipping-type (item) or packing discrepancy. If a shortage exists, immediate contact with the issuer/shipper in an attempt to resolve discrepancies will be initiated either in person or by message in an attempt to resolve the discrepancy. Refer to NAVSUPINST 4440.179A for further guidance. Shortages due to transportation discrepancies will be reported in accordance with NAVSUPINST 4610.33. Receiving activities will notify the Supply/Transportation officer of all transportation discrepancies upon their discovery. In the event shortages still exist after investigation, regardless of the types of discrepancies, the receipt inspector and the bulk storeroom custodian will indicate on the receipt document the actual quantity physically received by drawing a single line through the invoiced quantity and recording and circling the actual quantity received (Figure 5-5). After the receipt inspector and bulk storeroom custodian sign and date the receipt documents in accordance with paras. 5202 and 5204, the documents are forwarded to the Food Service Officer.

2. SHORTAGES FROM DLA AND NAVY SOURCES. Regardless of the shortage, the full quantity and dollar value of the receipt document from Navy sources will be posted to the Subsistence Ledger (NAVSUP Form 335) and the Record of Receipts and Expenditures (NAVSUP Form 367) in accordance with paras. 5402 and 5403. The quantity and dollar value of all shortages will be surveyed in accordance with paras. 6001 and 6002.

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3. **SHORTAGES FROM COMMERCIAL SOURCES.** Regardless of the shortage, quantity and dollar value actually received from commercial sources will be posted to the Subsistence Ledger (NAVSUP Form 335) and the Record of Receipts and Expenditures (NAVSUP Form 367) in accordance with paras. 5402 and 5403.

5208 OVERAGES IN SHIPMENT

1. **GENERAL.** An overage occurs when the quantity physically received exceeds the quantity stated on the receipt document regardless of the quantity on the original requisition or purchase order. When this occurs, immediate liaison is to be established by the receiver with the issuer to resolve the discrepancies.

2. **OVERAGES FROM A NAVY SOURCE.** When discrepancies from a Navy source are unable to be resolved, the receipt inspector and bulk storeroom custodian will indicate on the receipt document the actual quantity physically received by annotating and circling the quantity actually received and drawing a single line through the invoiced quantity. The receipt inspector and bulk storeroom custodian will then sign and date the receipt document in accordance with paras. 5202 and 5204 (Figure 5-6), and forward the document to the Food Service Officer.

a. **Items Received w/o a Receipt Document.** A "Dummy Receipt Document" will then be prepared by the recordskeeper to document the excess quantity received. This dummy receipt document is a DoD Single Line Item Release/Receipt Document (DD Form 1348-1).

(1) **Dummy Receipt Document Preparation.** DoD Single Line Item Release/Receipt Document (DD Form 1348-1)-will be prepared as a "Dummy Receipt Document" (Figure 5-7) for overages in shipment. It will be used as the source document for posting the excess receipt to the Subsistence Ledger (NAVSUP Form 335) and the Record of Receipts and Expenditures (NAVSUP Form 367).

Prepare a DD Form 1348-1 using all the information on the original receipt document with the exception of the quantity and total price block. The quantity block will contain the excess quantity actually received. Zero fill as necessary (i.e., 28 ea.; 00028). The total price block will contain the dollar value of the excess quantity times the unit price. In addition, annotate on the document "DUMMY INVOICE TO COVER EXCESS SHIPMENT" and provide a statement cross referencing the original receipt document with the "Dummy Invoice" (Figure 5-7), to distinguish the dummy receipt from the normal receipt.

3. **OVERAGES FROM A COMMERCIAL SOURCE.**

a. When an overage occurs from a commercial vendor, the receipt inspector and bulk storeroom custodian will sign only for the requested quantities on the receipt documents in accordance with paras. 5202 and 5204 and forward the documents to the Food Service Officer. Any excess quantities will be returned to the vendor.

b. If food items are urgently needed and quantities in excess of the quantities requested on the Order for Supplies or Services (DD Form 1155) are accepted and received, an Amendment of Solicitation/Modification of Contract (Standard Form 30) will be prepared for the excess amount using the instructions on the reverse side of the form. This form is also used if any terms of the contract are being amended.

c. **Distribution of the Standard Form 30.** Distribution of the Standard Form 30 is the same as the corresponding DD Form 1155 (see para. 5501).

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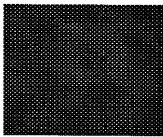
RECEIPT BY RECEIPT INSPECTOR DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT DD FORM 1348-1

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Figure 5-1

NAVSUP P-486 Volume I - Food Service Management

RECEIPT FROM COMMERCIAL SOURCES OTHER THAN PRIME VENDOR

	Marva Maid Dairy 5500 Chestnut Ave New Port News, VA 23605 (757)245-3857 fax Fax Number	Invoice No. 34442
---	---	--------------------------

Customer

Name	USS DUARTE (DDG 90)		
Address	PIER 12		
City	NOB	State	ZIP
Phone			

INVOICE

Date	6/29/98		
Order No.	spo300-97-D-V137		
Rep			
FOB			

Qty	Description	Unit Price	TOTAL
(30)	MILK, FLAVORED CHOCOLATE, 2%	\$2.24	\$67.20
(60)	MILK, LOWFAT, 2%	\$2.22	\$133.20

HM' Jones
medical 29 Jun 98

Receipt inspector circles quantity actually received, signs and dates.

Medical representative fit-for-human consumption certification

SubTotal \$200.40

Shipping & Handling \$0.00

Taxes

TOTAL **\$200.40**

Received by *A.S. East*

Date *29 Jun 98*

Figure 5-2

RECORDING TOTAL MONTHLY RECEIPTS ON AN INDEFINITE DELIVERY CONTRACT (DD FORM 1155) USING RETAINED COPIES OF DELIVERY TICKETS

Figure 5-3

RECEIPT BY BULK STOREROOM CUSTODIAN FROM COMMERCIAL SOURCES

Figure 5-4

ANNOTATING SHORTAGES IN SHIPMENT ON RECEIPT DOCUMENTS BY THE RECEIPT INSPECTOR

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DD FORM 1348-1 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

DD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

BY THE BULK STOREROOM CUSTODIAN

DOC 10541		FI FROM		N		FSC		STOCK NUMBER		ADD		UNIT		ISSUE		QUANTITY		DOCUMENT NUMBER		DATE		SERIAL		SUFFIX		SUPPLEMENTARY ADDRESS		FUND		DISTRIBUTION		PROJECT		FREIGHT		RECEIVED DATE		ADVISE		RI		UNIT PRICE		DOLLARS		CTS			
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"I hereby acknowledge receipt of items listed hereon for which I hold myself responsible to the United States government" Name <u>B.B. Washington</u> Rate <u>MS²</u> Date <u>29 Jun 98</u>										WEIGHT UNITS CUBIC OF C										DOCUMENT DATE MAT. COND. QUANTITY E										S																			
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TRANSPORTATION CHARGEABLE TO										BLADING, A.W.B. OR RECEIVER'S SIGNATURE (AND DATE)										RECEIVER'S DOCUMENT NUMBER																													

Bulk storeroom
 custodian signs and
 dates the
 responsibility stamp
 to indicate receipt

Figure 5-5

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ANNOTATING OVERAGES IN SHIPMENT ON RECEIPT DOCUMENTS BY THE RECEIPT INSPECTOR

DOC IDENT		FROM		STOCK NUMBER		ADD		QUANTITY		DOCUMENT NUMBER		REQUISITIONER		DATE		SERIAL		SUPPLEMENTARY ADDRESS		FUND		DISTRIBUTION		PROJECT		REC'D DEL DATE		ADVISE		RI		UNIT PRICE																																																																																																																															
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BY THE BULK STOREROOM CUSTODIAN

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Figure 5-6

NAVSUP P-486 Volume I - Food Service Management

DOCUMENTING OVERAGES IN SHIPMENT - "DUMMY INVOICE"

DOC IDENT		RI FROM		FSC		STOCK NUMBER		ADD		QUANTITY		DOCUMENT NUMBER		SERIAL		SUPPLEMENTARY ADDRESS		FUND		DISTRIBUTION		PROJECT		REQ'D DEL DATE		ADVICE		RI		UNIT PRICE																																									
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Enter only the excess quantity received

Note additional comments

"Dummy invoice" to cover excess shipment

Requisition number on the "dummy Invoice" is the same as the requisition number on the original receipt

Note: Item received during replenishment from FISC Norfolk on 30 June 98. USS Duarte (DDG 90) requisition number V21111-8181-9G10 applies. Copy forwarded to FISC Norfolk.

DOC IDENT		RI FROM		FSC		STOCK NUMBER		ADD		QUANTITY		DOCUMENT NUMBER		SERIAL		SUPPLEMENTARY ADDRESS		FUND		DISTRIBUTION		PROJECT		REQ'D DEL DATE		ADVICE		RI		UNIT PRICE																																																																							
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Receipt inspector circles the excess quantity actually received and accepted, signs and dates

"I hereby acknowledge receipt of items listed hereon for which I hold myself responsible to the United States government"

Name B.B. Washington

Rate MS²

Date 29 Jun 98

Bulk storeroom custodian signs and dates the responsibility stamp to indicate receipt

Figure 5-7

PART D: UNSATISFACTORY SUBSISTENCE ITEMS

5300 NONHAZARDOUS FOOD ITEMS

1. Nonhazardous food items are products which do not meet expected or desired standards but do not constitute a health hazard to personnel if consumed. Subsistence contracts contain quality assurance provisions designed to guarantee the receipt of wholesome, satisfactory food items at military dining facilities. However, DOD procurement systems do experience breakdowns that allow some unsatisfactory products to filter into the military pipeline. As an aid to eliminating/controlling this situation, unsatisfactory food items must be reported promptly upon receipt in accordance with the procedures outlined in paras. 5300 and 5301. Speed and accuracy in reporting discrepancies is important, particularly if the product is hazardous and/or suspect. In all instances, immediate reporting of defective food items will enable the contracting agency to initiate warranty action against the supplier, thereby protecting the financial interests of the government. Defects discovered after receipt, e.g., breakdown during inspection, breakouts, or preparation, should also be reported provided that the defective condition is not due to mishandling or overaging of the item while in custody of the using activity.

Examples of nonhazardous, unsatisfactory food items are:

- a. Chicken wings in a box labeled breasts,
- b. Grill steaks containing such a large amount of fat and gristle as to be tough and unappetizing,
- c. Packaging which does not adequately contain the product, and
- d. Deviations in case quantity.

2. REPORTING PROCEDURES

a. Ashore facilities and Afloat facilities while in port will report all unsatisfactory subsistence items to the supporting US Army Veterinary Service. Food Service Officers will request inspection of the product, recommendation for disposition of the item, and assistance in completion of necessary reports. The Food Service Officer will determine use of items in the nonhazardous, unsatisfactory food category.

b. Unsatisfactory Nonhazardous Food Items received from Commercial Sources: A Standard Form 364 (ROD) will be prepared by all activities (afloat and ashore) receiving unsatisfactory food items that do not conform to specifications and are received directly from the Subsistence Prime Vendor and all other commercial vendors. SECNAVINST 4355.18 sets policy and guidance, NAVSUP INSTRUCTION 4440.179A sets procedures for resolving shipping type discrepancies

The SF 364 will be prepared as follows (Figure 5-8):

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<u>Date Block and Caption</u>	<u>Instruction for Entry</u>
Top of Form	Indicate whether shipping discrepancy or packaging discrepancy or both by placing an X in the appropriate box(Es).
1 Date of Preparation	Year, month, day (i.e., 93 Jun 01)
2 Report Number	Serial number of the report (i.e., if this is the fifth report of the calendar year, enter 005/93) or enter the survey number assigned if the item was surveyed.
3 To	Commander Defense Supply Center Philadelphia Attn: DSCP-HQ (CDCFP) 2800 S. 20th St. Philadelphia, PA 19145
4 From	Name address and zip code of the reporting activity.
5a Shipper's Name	Name and address of shipper. Obtain from shipping documents or service supply activity.
5b Number and Date of Invoice	Leave Blank
6 Transportation	Leave Blank
7a Shipper's Number	Purchase order or contract number.
7b Office Administering Contract	Leave Blank
8 Requisitioner's Number	Requisitioning activities requisition number. Entry of the applicable requisition document number is mandatory in all instances, even though a contract/purchase order is involved. Note: The acquisition agency cannot process credit without the requisition number.
9a NSN and Nomenclature	Show each item on a separate line (maximum of three). Note: Reporting a single NSN per ROD will expedite resolution of the discrepancy.
9b Unit of Issue	Unit of issue indicated on the shipping documents.
9c Quantity Shipped/Billed	Quantity of item received.
9d Quantity Received	Quantity of item received.
10a Discrepancy Quantity	Quantity in error.

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10b Discrepancy Unit Price	Unit price as billed or shown on shipping documents.
10c Discrepancy Total Cost	Enter the total value of Material (10a x 10b)
10d Discrepancy Code	Nature of the discrepancy using the discrepancy codes listed on the face of the form. If condition exists that is not listed use Z1 and explain action requested in item 12.
11 Action Code	Requested action from codes listed on the face of the form. If action is other than that covered by listed action codes, use 1Z and explain action requested in item 12.
12 Remarks	<p>Use for any supplemental information where the combination of discrepancy codes and action codes need clarification, where shipping-type (item) discrepancies need explanation, and where a breakout of cost to reports in terms of time and materials is required. Specific data such as appearance, lot/batch number, manufacture/packaging date, inspector number and inspection date probable cause of improper packaging, and suggested corrective action. Include telephone (DSN and commercial) of the individual to be contacted for additional information if different than what is entered in item 4a. Provide photos where it would assist the shipping activity in determining the cause of the discrepancy/ deficiency. When overaged material (expired shelf life) is received, enter the following information:</p> <ol style="list-style-type: none">1. Manufacturer's name,2. Contract/purchase order number if not shown in item 7a,3. Date of manufacture, pack, or expiration,4. Lot/batch number,5. Location of material,6. Name, address and telephone number (if available) of contract, and7. Nature of complaint, stating in detail why material is unsatisfactory.
13 Funding and Accounting Data	Leave Blank. For use by SUP 51.

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14a Typed or printed name, title, and phone number of preparing official	Self Explanatory
14b Signature	Self Explanatory.
15 Distribution Addresses for copies	Commander, Naval Supply Systems Command Support Services Directorate Food Service Division (SUP 51) 5450 Carlisle Pike P.O. Box 2050 Mechanicsburg, PA 17055-0791

c. Unsatisfactory Nonhazardous Food Items received from Naval and other Government Sources: A DD Form 1608 (UMR) will be prepared by all activities (afloat and ashore) receiving unsatisfactory food items that do not conform to specifications and are received from Naval and other government sources. (Figure 5-9):

<u>Date Block and Caption</u>	<u>Instruction for Entry</u>
1 Date Prepared	(YYMMDD) i.e., 970123
2A Name of Receiving Activity	Commander, Naval Supply Systems Command Support Services Directorate, Food Service Division (SUP 51V)
2B Address	5450 Carlisle Pike P.O. Box 2050 Mechanicsburg, PA 17055-0791
3A Name of Originating Activity	Name of activity submitting report.
3B Address	Address of activity submitting report.
4A Item Nomenclature	State nomenclature in sufficient detail to insure identity, e.g., Peaches, Whole, No. 10 can; Pork Chops, Boneless, etc. (See Federal Supply Catalog C8900-SL, Prime Vendor Catalog or Food Item Code List).
4B SIS Evaluation	Leave Blank.
5 National Stock Number	13 digit national stock number from the Group 89, Subsistence Prime Vendor Catalog or Food Item Code List.
6 Specification Number/IMPS Number	Leave Blank
7A Name of Contractor	Obtained from shipping container.
7B Plant Address	Obtained from shipping container.

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8 Source of Shipment	Obtained from the service supply activity and/or shipping documents. State the name of the DLA depot or distribution point or the vendor's name.
9 Contract Number	Obtained from the shipping container.
10 Contractor Lot Number	Obtained from the shipping container.
11 Product Code	List the manufacturer's product code (usually shown as a series of numerals and letters printed or embossed on bottles, cartons and cans) found on primary containers. These codes may also be found printed or stenciled on the shipping container.
12 Date of Pack	(YYMMDD) obtained from shipping Container.
13 Requisition Number	Enter complete requisition number (service designator and UIC followed by Julian date of requisition followed by the food item code preceded by 9).
14 Date Supplies Received	(YYMMDD) Date the food items were Received.
15A Size of Lot/Shipment (Cases)	Total number of cases being reported as unsatisfactory.
15B Size of Lot/Shipment (Units)	Total number of units being reported as unsatisfactory (unit of issue as described in the FSC-8900-SL, Part I, Prime Vendor Catalog or NAVSUP Form 1059).
16 Quantity on Hand	Total on hand quantities of the food item being reported.
17 Narrative	Include a narrative description of the unsatisfactory condition which makes the item unsuitable for intended use or affects customer satisfaction or acceptance. List storage condition or other factors that may relate to the unsatisfactory condition of the product. Indicate current status of product, i.e., on hold, normal issue, or expedited issue.
18 Recommendations	State recommendations regarding disposition of supplies, revision of specification requirements, revision of purchase requirements as to size of units and quantities. List all other discrepancy forms reporting this same discrepancy and item.

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19A Name of Verifying Officer	Name of accountable food service Officer.
19B Grade	Grade of accountable food service Officer.
19C Signature	Signature of accountable food service Officer.
19D Telephone Number	Telephone number of accountable Food Service Officer (include commercial and DSN numbers).
19E Title	Title of accountable Food Service Officer.
19F Date	(YYMMDD) date the report is signed and forwarded.

d. Distribution. After initial preparation, distribution will be made as follows:

(1) Standard Form 364

- (a) Original plus 1 copy - Food Service Division (SUP) 51
- (b) Copy - Report of Discrepancy File.
- (c) Copy to TYCOM,
- (d) Supplying activity, and
- (e) Supporting VET SERVICE UNIT

(2) DD Form 1608

- (a) Original plus 1 copy - Food Service Division (SUP) 51
- (b) Copy - Unsatisfactory Material Report File
- (c) Copy to TYCOM,
- (d) Supplying activity, and
- (e) Supporting VET SERVICE UNIT

5301 HAZARDOUS FOOD ITEMS

1. GENERAL. Hazardous food items are products which would certainly or possibly cause, or are suspected to have already caused, harm when consumed. Such items may be unfit for human consumption, suspected of being unfit for human consumption, or suspected to be the source of an outbreak of food-borne illness. Determination of "fitness for human consumption" is the responsibility of the medical officer or the appointed representative. Likewise, the medical officer will determine the suspected causes of the food-borne illness. Place the item on medical hold and submit samples for laboratory analysis in accordance with subpara. 3. Listed below are a few examples of potentially hazardous food items.

a. Widespread presence of swollen or leaking cans. (The contents of bulged or swollen cans should never be consumed)

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b. Products with offensive or unusual odors and colors and/or any other evidence of deterioration, spoilage, or contamination. (Again, try to determine whether or not the hazardous condition is due to an isolated instance of excessive storage or mishandling prior to reporting the item as hazardous)

c. Food items containing foreign objects such as glass, dirt, pieces of metal, etc. (Forward a sample of the contaminant to HQ, DSCP, ATTN: DSCP-HQS (CDCFP), by the most expedient means. Also indicate when the problem appears to involve only a single unit/container of product or report the estimated percentage of units/containers involved when possible)

d. Any apparently wholesome food items which, based on the best medical knowledge available, is suspected or known to harbor disease causing agents; and

e. Insect infestation.

Food items that have become hazardous due to overage, mishandling while in the custody of the user, or other isolated instances of abuse will not be reported under these procedures.

2. **DISPOSITION.** Items that are suspected to be hazardous will be separated and suspended from issue subject to determination by medical representative that they are unfit for human consumption. Items determined to be unfit for human consumption will be surveyed and disposed of under the supervision of the responsible supply and/or medical personnel by burning, burial, or dumping at sea. Hazardous products will be completely disposed of to prevent any possibility of consumption. Samples, as noted in subpara. 3 should be retained. Prior to destruction, all available identifying information, including contract numbers, will be obtained. If possible, photographs of the defects should be taken. When the medical authority cannot make a positive determination that an item is unfit for human consumption, destruction will be delayed pending the results of laboratory tests.

3. SAMPLES AND TESTS

a. **Ashore Activities.** Samples of the product (both normal and abnormal) will be supplied when considered necessary by the medical or veterinary representative (Figures 5-10 and 5-11). Contact the local veterinary service for assistance in sampling procedures, completion of test request forms, and shipment of the samples to the laboratory.

b. **Afloat Activities.** At the direction of the medical representative, samples of the food product (both normal and abnormal) will be turned into the nearest Navy shore activity, which will arrange for veterinary inspection of the product in accordance with subpara. 3a. In the event that local Veterinary Service personnel are not available, send samples to the nearest facility as listed below:

Commander
DOD Veterinary Laboratory
ATTN: MCVS-SCL
Building 2630
Ft. Sam Houston, TX 78234-6200
DSN: 429-7904/7761
Comm: (210) 916-7904/7761
Fax: (210) 270-2559

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US Army Veterinary Laboratory
10th Medical Laboratory
Building 3810
Landstuhl, Germany
APO AE 09180-3619
ETS 486-8300/7241
Comm: 06371-86-8300/7241

Food Analysis Laboratory
Tripler Army Medical Center
Schofield Barracks, HI 96857-5460

Samples will be sent with an original and four copies of the Request for/and Results of Tests (DD Form 1222) (see figure 5-10). If a DD Form 1222 is not available, a letter request will be submitted containing all the pertinent data contained on the form. A representative number of backup samples will be retained until test results are known, provided that retention will not constitute a health or sanitary hazard. Test results will be transmitted expeditiously - usually by telephone.

Data Block and Caption

Instruction for Entry

- | | |
|--|--|
| 1. To | See Note #1. |
| 2. From | Activity requesting results of test. |
| 3. Prime Contractor and address | Obtained from unit container and/or shipping container. |
| Contract Number | Obtained from unit container and/or shipping container. |
| 4. Manufacturing Plant
Name and Address | Obtained from unit container and/or shipping container. |
| 5. End (Food) Item and/or Project
Name. | Item nomenclature or brand |
| 6. Sample Number | The number of items that are being shipped for sampling. |
| 7. Lot No. | Obtained from unit container and/or shipping container. |
| 8. Reason for Submittal | Insert "Special Testing" |
| 9. Date Submitted | Date forwarded for sampling. |
| 10. Material to be Tested | Same as block 5. |
| 10a. Quantity Submitted | Same as block 6. |
| 11. Quantity Represented | Total quantity of the item that is being sampled. |

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- | | |
|-----------------------------------|--|
| 12. Spec. & Amend. | Obtained from unit container and/or shipping container, if available. |
| 13. Purchased from or Source | Where the item was received from. |
| 14. Shipment Method | (Fastest Method). |
| 15. Date Sampled and Submitted by | Name, rank and signature of the Food Service Officer and date. |
| 16. Remarks | Enter "Test for Suitability and for Human Consumption". (Include any special tests, analysis, or examinations for suspected conditions that are required). |
| 17. Send Report of Test to | Enter "Same as Block #2" or designate otherwise. In addition send to the following addresses:

Commander
Defense Supply Center Philadelphia
Attn: DSCP-HQ
2800 S. 20th St.
Philadelphia, PA 19101-8419

Commander
Naval Supply Systems Command
Support Services Directorate
Food Service Division (SUP 51)
5450 Carlisle Pike
P.O. Box 2050
Mechanicsburg, PA 17055-0791

Commander
Naval Supply Systems Command
Food Service Division
Attn: 51V
5450 Carlisle Pike
P.O. Box 2050
Mechanicsburg, PA 17055-0791 |

4. REPORTS. The discovery of a valid hazardous food item will be immediately reported by priority message to the Defense Supply Center, Philadelphia (DSCP-HQS (CDCFP)). (See Figure 5-11) This message report is in addition to the information provided in the laboratory analysis request. The message will be prepared in the following format:

Data Block and Caption

From

To

Instruction for Entry

Activity sending the message.

DSCP PHILADELPHIA PA// DSCP-HQ//

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Info	COMNAVSUPSYSCOM MECHANICSBURG PA //51V/51// BUMED WASHINGTON DC//JJJ// Activity that supplied the material Service Force Commander (if material was supplied by supply ship) Closest Navy Environmental and Preventive Medicine Unit (NEPMU) (see Note #1 for list) and/or Closest Navy Disease Vector, Ecology And Control Center (DVEEC) (if material is infested) (see Note #2 for list)
Subj	SUSPECTED HAZARDOUS FOOD ITEM
1A	Nomenclature of item being reported.
1B	Prime Vendor Catalog #
1C	Prime contractor/subcontractor/manufacturer/ distributor and addresses.
1D	Government inspection plant code, i.e., USDA establishment number.
1E	Contract/purchase order/delivery order number(s).
1F	Source of item, i.e., specific depot, supply point, direct vendor delivery, supply ship, etc.
1G	Date item received.
1H	Quantity of item received.
1J	Manufacturer's lot number(s), production code(s), or other coded information on unit containers and/or cartons.
1K	Date of manufacture/pack from unit container and/or cartons.
1L	Quantity of product on hold.
1M	Reason item is suspected to be hazardous.
1N	Symptoms of illness or death attributed to or suspected to be caused by the item, numbers of persons affected, and contact point for medical authority cognizant of the incident.
1O	Laboratories to which samples have been submitted for test. N/A for infestations (unless samples sent to NEPMU or DVEEC).

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NOTE #1

List of Navy Environmental and Preventive Medicine Units are as follows:

NAVENPVETMEDU SEVEN NAPLES IT
NAVENPVETMEDU TWO NORFOLK VA
NAVENPVETMEDU SIX PEARL HARBOR HI
NAVENPVETMEDU FIVE SAN DIEGO CA

NOTE #2

List of Navy Disease Vector, Ecology and Control Centers are as follows:

NAVDISVECTECOLCONCEN ALAMEDA CA
NAVDISVECTECOLCONCEN JACKSONVILLE FL

The symbol "NA" will be used to indicate nonavailability or nonapplicability of information. Every effort will be made to include an identifying contract number so that the item can be traced through the supply system.

5302 ALFOODACTS

Headquarters, Defense Supply Center, Philadelphia, is designated as sole worldwide agent for the Department of Defense to coordinate all hazardous food and non prescription drug recalls which may involve the services. All food items, including brand name procured by appropriated or nonappropriated fund activities, are involved in this recall system. The Consumer Safety Officer (CSO) transmits ALFOODACT messages only when an item is known to be a threat to public health, and is suspected or known to be in government supply channels WORLD WIDE. NAVSUPINST 10010.8 sets policy and guidance and assigns responsibilities. HQ, DPSC, issues a written message via AUTODIN transmission using a designator code ALFOODACT when advising food activities of status of a particular food item. Suspected items are to be identified and separated as quickly as possible. If required by the ALFOODACT message, reply to ALFOODACT messages by priority message to DSCP PHILADELPHIA PA/DSCP-HQ//. Ensure that all information transmitted is provided in the ALFOODACT message. This information is important to determine the scope/magnitude of the problem before warranty/recovery action begins and disposition instructions are issued by DSCP.

5303 FOOD ALERT MESSAGES

Food Alert messages are transmitted by the CSO to a localized area or customer group, i.e. Navy ships, Navy Exchanges, etc. The purpose of these messages is to keep the customers informed of ongoing hazardous food investigations or to provide information and disposition instructions on products which possess minimal health risk but are aesthetically unacceptable. When a product is known to be in supply channels and if short lists of military customers are involved, these locations will be notified by a FOOD ALERT MESSAGE. When there is any doubt about the distribution of a potentially hazardous item, an ALFOODACT will be transmitted. Food Service Officers and their representatives will respond to Food Alert messages in the same manner as ALFOODACTS. Instructions for the product disposition and reporting procedures will be transmitted in each Food Alert message.

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REPORT OF DISCREPANCY (ROD) (STANDARD FORM 364)

PAGE 1 OF 4									
REPORT OF DISCREPANCY (ROD)				1. DATE OF PREPARATION 06/29/98		2. REPORT NUMBER 001/98			
3. TO (Name and address, include ZIP Code) COMMANDER, DEFENSE PERSONNEL SUPPORT CENTER ATTN: DPSC-HQS (COCFF) 2800 S. 20TH STREET PHILADELPHIA, PA 17055-0791				4. FROM (Name and address, include ZIP Code) USS DUARTE (DDG 90) COMMANDING OFFICER USS DUARTE (DDG 90) FPO-AE 28882-1888					
5a. SHIPPER'S NAME HEINTZ 208TH STREET PHILADELPHIA, PA 17055				5b. NUMBER AND DATE OF INVOICE		6. TRANSPORTATION DOCUMENT NUMBER (GBL, Waybill, TCN, etc.)			
7a. SHIPPER'S NUMBER (Purchase Order/shipment, Contract, etc.) DLA-134-98-C-444				7b. OFFICE ADMINISTERING CONTRACT		8. REQUISITIONER'S NUMBER (Requi- sition, Purchase Request, etc.) V2111181809H05			
9. SHIPMENT, BILLING, AND RECEIPT DATA					10. DISCREPANCY DATA			11. ACTION CODE	
NSN/PART NUMBER AND NOMENCLATURE		UNIT OF ISSUE (b)	QUANTITY SHIPPED/ BILLED (c)	QUANTITY RECEIVED (d)	QUAN- TITY (a)	UNIT PRICE (b)	TOTAL COST (c)	CODE (d)	ACTION CODE
(a)		(b)	(c)	(d)	(a)	(b)	(c)	(d)	(e)
8950013893825 HOT SAUCE, PEPPER SAUCE, EXT HOT, 12		BT	120	120	48	1.24	59.52	C2	1E
12. REMARKS (Continue on separate sheet of paper if necessary) APPROXIMATELY TWO THIRDS OF THE PRODUCTS HAVE RUSTED CAPS									
<div>364-101</div> <div>7540-00-159-4442</div> <div>(Previous edition is obsolete.)</div> <div>STANDARD FORM 364 (REV. 2-80)</div>									

PAGE 2 OF 4	
REPORT OF DISCREPANCY (ROD)	
1. DISCREPANCY CODES	
<p>CONDITION OF MATERIAL</p> <p>C1 - In condition other than that indicated on release/receipt document</p> <p>C2 - Expired shelf life</p> <p>C3 - Damaged parcel post shipment</p> <p>SUPPLY DOCUMENTATION</p> <p>D1 - Not received</p> <p>D2 - Illegible or mutilated</p> <p>D3 - Incomplete improper or without authority (Only when receipt cannot be properly processed)</p> <p>MISDIRECTED MATERIAL</p> <p>M1 - Addressed to wrong activity</p> <p>OVERAGE/DUPLICATE SHIPMENTS</p> <p>O1 - Quantity in excess of that on receipt document</p> <p>O2 - Quantity in excess of that requested (Other than unit of issue pack)</p> <p>O3 - Quantity duplicates shipment</p> <p>PACKING DISCREPANCY</p> <p>P1 - Improper preservation</p> <p>P2 - Improper packing</p> <p>P3 - Improper marking</p> <p>P4 - Improper unitization</p>	<p>PRODUCT QUALITY DEFICIENCIES</p> <p>Q1 - Deficient material (Applicable to Grant Aid and FMS shipments only)</p> <p>SHORTAGE OF MATERIAL</p> <p>S1 - Quantity less than that on receipt document</p> <p>S2 - Quantity less than that requested (Other than unit of issue pack)</p> <p>S3 - Non-receipt of parcel post shipments</p> <p>ITEM TECHNICAL DATA MARKINGS (i.e., Name Plates, Log Books, Operating Handbooks, Special Instructions, etc.)</p> <p>T1 - Missing</p> <p>T2 - Illegible or mutilated</p> <p>T3 - Precautionary operational markings missing</p> <p>T4 - Inspection data missing or incomplete</p> <p>T5 - Serviceability operating data missing or incomplete</p> <p>T6 - Warranty data missing</p> <p>WRONG ITEM (Identify requested item as a separate copy in item 9 above)</p> <p>W1 - Incorrect item received</p> <p>W2 - Unacceptable substitute</p> <p>OTHER DISCREPANCIES</p> <p>Z1 - See remarks</p>
2. ACTION CODES	
<p>1A - Disposition Instructions requested (Reply on reverse)</p> <p>1B - Material being retained (See remarks)</p> <p>1C - Supporting supply documentation requested</p> <p>1D - Material still required expedite shipment (Not applicable to FMS)</p> <p>1E - Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days (Reply on reverse) (Not applicable to FMS)</p> <p>1F - Replacement shipment requested (Not applicable to FMS)</p> <p>1G - Reshipment not required. Item to be re-requisitioned.</p> <p>1H - No action required. Information only</p> <p>1Z - Other action requested (See remarks)</p>	
13. FUNDING AND ACCOUNTING DATA	
14a. TYPED OR PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL ELLIS, WILLIAM B 564-2590	14b. SIGNATURE <i>W.B. Ellis</i>
15. DISTRIBUTION ADDRESSEES FOR COPIES COMMANDING OFFICER NAVAL SUPPLY SYSTEMS COMMAND SUP51 5450 CARLISLE PIKE PO BOX 2050 MECHANICSBURG, PA 17055-0791	
<div>364-101</div> <div>7540-00-159-4442</div> <div>(Previous edition is obsolete.)</div> <div>STANDARD FORM 364 (REV. 2-80)</div>	

Figure 5-8

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UNSATISFACTORY MATERIAL REPORT (SUBSISTENCE) (DD FORM 1608)

UNSATISFACTORY MATERIAL REPORT (Subsistence)				1. DATE PREPARED (YYMMDD) 980629		PAGE 1 OF 2	
2A. NAME OF RECEIVING ACTIVITY NAVAL SUPPLY SYSTEMS COMMAND SUP51V				3A. NAME OF ORIGINATING ACTIVITY USS DUARTE (DDG 90)			
2B. ADDRESS (Include Street, City, State and ZIP Code) COMMANDING OFFICER NAVAL SUPPLY SYSTEMS COMMAND SUP51 5450 CARLISLE PIKE PO BOX 2050 MECHANICSBURG, PA 17055-0791				3B. ADDRESS (Include Street, City, State and ZIP Code) COMMANDING OFFICER USS DUARTE (DDG 90) FPO-AE 28882-1888			
4A. ITEM NOMENCLATURE HOT SAUCE, PEPPER SAUCE, EXT HOT, 12						4B. SIS EVALUATION [] YES [x] NO	
5. NATIONAL STOCK NUMBER 8950013893825				6. SPECIFICATION NUMBER/IMPS NUMBER			
7A. NAME OF CONTRACTOR HEINTZ				8. SOURCE OF SHIPMENT (Depot, Distribution Point, Direct Delivery, etc.) PRIME VENDOR			
7B. PLANT ADDRESS (Include Street, City, State and ZIP Code) 101 MAIN STREET NEW YORK, NY 99887-2233							
9. CONTRACT NUMBER DLA-134-98-C-444		10. CONTRACTOR LOT NUMBER LOT #4, CODE D		11. PRODUCT CODE 9272, 9235, 924		12. DATE OF PACK (YYMMDD) 930412	
13. REQUISITION NUMBER V2111181809H05		14. DATE SUPPLIES RECEIVED 06/13/98		15. SIZE OF LOT/SHIPMENT A. CASES 20.0 B. UNITS 120		16. QUANTITY ON HAND 48	
FOR ALL USERS (Food Service, Commissary, Veterinary, Troop Issue Subsistence, Etc.)							
17. NARRATIVE DESCRIPTION OF UNSATISFACTORY QUALITY AND IDENTIFICATION OF DEFECTS PRODUCT IS WEAK TASTING, HAS LITTLE FLAVOR, IS THIN, WITH WATERY APPEARANCE. SOLIDS AND LIQUIDS IN PRODUCT HAVE SEPERATED AND WILL NOT MIX. APPROXIMATE LY TWO THIRDS OF THE PRODUCTS HAVE RUSTED CAPS.							
18. RECOMMENDATIONS PRODUCT HAS BEEN SURVEYED. RECOMMEND THAT OLD AGE STOCKS NOT BE ISSUED TO SHIPS.							
19A. NAME OF VERIFYING OFFICIAL (Last, First, MI) ELLIS, WILLIAM B.				19B. GRADE LTJG		19C. SIGNATURE	
19D. TELEPHONE NUMBER (A-AUTOVON C-COMM.) (A)564-2290 (C)(757) 444-2290				19E. TITLE FFSO		19F. DATE (YYMMDD) 980629	
DD Form 1608 82 SEP		EDITION OF 1 APR 77 IS OBSOLETE				S/N 0102-LF-001-6082	

UNSATISFACTORY MATERIAL REPORT (Subsistence)								PAGE 2 OF 2	
INSPECTION RESULTS (When appropriate, report can be forwarded by users without this section being completed)									
20A.	20B.	20C.	20D.	20E.	20F.	20G.	20H.	20I.	
TYPE OF EXAMINATION	INSPECTION LEVEL	AQL	CLASS OF DEFECT	ACCEPTANCE NUMBER	REJECTION NUMBER	SAMPLE SIZE	NUMBER OF DEFECTS OR DEFECTIVES	SAMPLE UNIT	
21A. TYPED NAME OF AUTHORIZED INDIVIDUAL					21B. GRADE		21C. SIGNATURE		
21D. TELEPHONE NUMBER (A-AUTOVON C-COMM.)					21E. TITLE		21F. DATE (YYMMDD)		
DD Form 1608 82 SEP		EDITION OF 1 APR 77 IS OBSOLETE					S/N 0102-LF-001-6082		

Figure 5-9

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REQUEST FOR RESULTS OF TESTS
(DD FORM 1222)

REQUEST FOR AND RESULTS OF TESTS				PAGE NO. 1	NO. OF PAGES 1
SECTION A - REQUEST FOR TEST					
1. TO: (Include ZIP Code) COMMANDER DOD: VETERINARY SERVICE ATTN: MCVS-SCL BUILDING 2630 FT SAM HOUSTON TX 78234-6200			2. FROM: (Include ZIP Code) FOOD SERVICE OFFICER USS DUARTE (DDG 90) FPO-AE 28882-1888		
3. PRIME CONTRACTOR AND ADDRESS (Include ZIP Code) HEINTZ 101 MAIN ST NEW YORK, NY 99887-2233 CONTRACT NUMBER DLA-134-98-C-444			4. MANUFACTURING PLANT NAME AND ADDRESS (Include ZIP Code) HEINTZ 2008 PARKWAY PL SPRINGFIELD ILL. 38790 P.O. NUMBER		
5. END ITEM AND/OR PROJECT HOT SAUCE		6. SAMPLE NUMBER 2	7. LOT NO. LOT #4 CODE D	8. REASON FOR SUBMITTAL SPECIAL TESTING	9. DATE SUBMITTED 06/30/98
10. MATERIAL TO BE TESTED HOT SAUCE	10a. QUANTITY SUBMITTED 2 BOTTLES	11. QUANTITY REPRESENTED 48		12. SPEC. & AMEND AND/OR DRAWING NO. & REV. FOR SAMPLE & DATE	
13. PURCHASED FROM OR SOURCE PRIME VENDOR(MONARCH)		14. SHIPMENT METHOD (FASTEST METHOD)		15. DATE SAMPLED AND SUBMITTED BY W. B. ELLIS, LTJG, SC, USN	
16. REMARKS AND/OR SPECIAL INSTRUCTIONS AND/OR WAIVERS. TESTED FOR SUITABILITY AND FIT-FOR-HUMAN CONSUMPTION					
17. SEND REPORT OF TEST TO SAME AS BLOCK 2, ALSO COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND, FOOD SERVICE DIVISION ATTN: SUP 51V, AND COMMANDER DEFENSE SUPPLY CENTER PHILIDELPHIA, DSCP-HQ.					
SECTION B - RESULTS OF TEST (Continue on plain white paper if more space is required)					
1. DATE SAMPLE RECEIVED		2. DATE RESULTS REPORTED		3. LAB REPORT NUMBER	
4. TEST PERFORMED		RESULTS OF TEST		SAMPLE RESULT	
REQUIREMENTS		(This area is left blank for handwritten notes or additional results.)			
DATE	TYPED NAME AND TITLE OF PERSON CONDUCTING TEST			SIGNATURE	

DD FORM 1222, FEB 62 (EF)

REPLACES DD FORM 1222, 1 JUL 58, WHICH IS OBSOLETE.

Figure 5-10

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SUSPECTED HAZARDOUS FOOD ITEM MESSAGE
SAMPLE

UNCLASSIFIED

PAAUZYUW 0011400-UUUU-RULSTGX
ZNR UUUUU
P R 011400Z JAN 93 ZYB
FM USS DUARTE
TO DSCP PHILADELPHIA PA // DSCP-HQ //
INFO COMNAVSUPSYSCOM MECHANICSBURG PA // 51V/51 //
BUMED WASHINGTON DC // JJJJ //
FISC SAN DIEGO CA // JJJ //
NAVENPVNTMEDU FIVE SAN DIEGO CA // JJJ //
BT
UNCLAS // N06260 // BUMED PASS TO 314 / 3112
MINIMIZE CONSIDERED
MSGID / GENADMIN / DUARTE //
SUBJ / SUSPECTED HAZARDOUS FOOD ITEM //
REF / A / DOC NAVSUP P-486 / 30JUN90 //
AMPN / VOL I, PARA 5301-3 //
POC / ENS W.B. ELLIS / FSO /-/-/TEL: DSN 526-1234 / TEL: COMM 619-556-1234 //
RMKS / 1. IAW REF A, INFORMATION ON THE FOLLOWING SUSPECTED HAZARDOUS
FOOD
ITEM IS FORWARDED:
A. SALAD DRESSING
B. 8950-00-205-0936
C. S&S SALAD DRESSING. 1205 5TH AVE., NY, NY 09591
PLANT ADDRESS: 28 S. ST., NEWARK, NJ 09900
D. N/A
E. DLA 13H-78-C-29A4
F. DDDC SAN DIEGO, CA
G. 10 MAY 92
H. 240 CANS
I. TYPE II, CLASS I, NO. 2.5, 24 CANS PER CASE
J. A3550, A3551
K. LOT #3550-MAR 92, LOT #3551-APR 92
L. LOT #3551-192 CANS
M. CANS OF SUSPECTED SALAD DRESSING APPEAR ABNORMAL
N. 25 OF 350 CREW HAVE SEVERE STOMACH CRAMPS, VOMITING, DIZZY,
SYMPTOMS DISAPPEAR WITHIN 24 HOURS, CDR JONES, FLT MED
LIAISON OFF. NAVREDMEDCOM SAN DIEGO, DSN 526-9876
O. ANALYSIS / LETTERMAN ARMY MEDICAL CENTER, PRESIDIO OF SAN
FRANCISCO, CA //
BT

Figure 5-11

PART E: POSTING AND PROCESSING RECEIPT DOCUMENTS

5400 PRICING AND PRICE ADJUSTMENTS

1. UNIT PRICES

a. General. The recordskeeper will post receipts to the Subsistence Ledger (NAVSUP Form 335) and the Record of Receipts and Expenditures (NAVSUP Form 367) (paras. 5402 and 5403). Food items will be taken up at actual cost price on the NAVSUP Form 367, but will be carried at the unit price of the receipt, rounded off to the nearest cent on the NAVSUP Form 335.

b. Receipts on Unpriced Invoices. When food items are received on unpriced invoices, a dummy invoice will be prepared and the food items will be taken up at the last receipt price as shown on the NAVSUP Form 335. The dummy invoice will be attached to the unpriced invoice. When the priced invoice for the food item is received, the receipt unit price, rounded off to the nearest cent, will be the unit price for the item. The priced invoice will be attached to the related dummy invoice and, if required, an additional line entry will be posted on the NAVSUP Form 367 for any difference.

2. ROUNDING OFF PRICES. Unit prices for food items will be carried to four places to the right of the decimal when posted to the NAVSUP Form 335. Gains or losses by rounding off prices will be absorbed in the price adjustment at the end of the accounting period.

3. FORCED ISSUES AND SPECIAL PRICES

a. General. Centrally controlled and stocked food items occasionally are subject to near-overflow or excess stock conditions caused by maintaining prepositioned stocks for emergency conditions and unforeseen changes in usage patterns. Occasionally, to preclude losses to the government, demands must be generated for war reserve stocked items and usage must be accelerated on regular stocked items to alleviate overflow/excess stock positions. Usage may be increased by:

(1) forced issues, in which ashore activities are required to consume a given amount of near-overflow items within a prescribed consumption period, or

(2) offering of special-priced issues, in which the standard price of an excess item is reduced to encourage use by general messes.

b. Forced Issues. Forced issues of near-overflow prepositioned war reserve stock items and Defense Supply Center Philadelphia stock items will be handled on a direct turnover basis. The forced issue price may vary from no cost to the full standard price of the item. Packaged operational rations will be force issued at no cost. The following procedures will be followed when receiving forced issue food items:

(1) Separate NAVSUP Forms 335 will be maintained for each food item that was received at the reduced price. This includes assigning a local food item code.

(2) The fixed price posted on the separate NAVSUP Form 335 at the time of receipt will be the same as the last receipt price (reduced price the food item was received at). Annotate on the NAVSUP Form 335 "DSCP Reduced Price" or "(Navy supply source) Reduced Price" as a result of a forced issue and as applicable. If this is not done an erroneous price adjustment will result.

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Menus will be adjusted to ensure consumption of forced issues prior to their becoming unfit. The consumption period may be extended by not more than 30 days to provide for normal consumption of fresh counterpart items on hand. Should more than six months be required for consumption of forced issues, a request for extension will be submitted to the Navy Fleet Material Support Office with a copy to SUP 51, citing the conditions that make the extension necessary.

c. **Special-Priced Issues.** Food items, reduced in price by the Defense Supply Center Philadelphia and any of the Navy Supply Support Activities attempting to facilitate rotating stocks in long supply, are bargain priced and should be used to the fullest extent practicable without jeopardizing timely consumption of existing stocks on hand. The following procedures will be followed when requisitioning and receiving special-priced food items:

(1) separate NAVSUP Forms 335 will be maintained for each food item that was received at the reduced price, and

(2) the fixed price posted on the separate subsistence ledger at the time of receipt will be the same as the last receipt price (reduced price the food item was received at). Annotate on the NAVSUP Form 335 "DSCP Special Priced Issue" or "(Navy supply source) Special Priced Issue" as applicable.

5401 ERRONEOUS INVOICES

1. **GENERAL.** An erroneous invoice is an invoice that is received where the invoice quantity times the unit price does not equal the total dollar value.

2. **ERRONEOUS INVOICES FROM NAVY SOURCES.** When an invoice is received containing an error of \$5.00 or more, a corrected or credit invoice will be requested from the issuing activity. The error will be lined through on the original receipt document (Figure 5-12) without erasing the erroneous figure and the correct amount will be inserted and posted to the NAVSUP Forms 367. Upon receipt, the corrected or credit invoice will be attached to the original receipt and filed. Errors of less than \$5.00 will be posted as is to the NAVSUP Form 367 and the difference absorbed in the price adjustment at the end of the accounting period.

3. **ERRONEOUS INVOICES FROM SUBSISTENCE PRIME VENDORS.** Invoices will be corrected at the time of delivery.

4. **ERRONEOUS INVOICES FROM COMMERCIAL SOURCES.** When an invoice is received containing an error from a commercial vendor, regardless of dollar value, a corrected invoice will be requested. The error will be lined through without erasing the erroneous figure and the correct amount will be inserted and posted to the NAVSUP Form 367. Upon receipt, the corrected invoice will be attached to the original invoice and filed.

5402 POSTING THE SUBSISTENCE LEDGER (NAVSUP FORM 335)

1. **GENERAL.** The Subsistence Ledger (NAVSUP Form 335) (Figure 5-13) is maintained by the recordskeeper and is used to record, by quantity only, receipts, expenditures (transfers, surveys, sales and issues), and the running balance on hand for each food item. A separate ledger will be prepared for each food item carried in stock. Each NAVSUP Form 335 will have the following information:

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<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Stock Number	13 digit stock number from the Prime Vendor Catalog or Master Item Identification List.
Item	Nomenclature as listed in the Prime Vendor Catalog or Food Item Code List.
Unit of Issue	Unit of issue as listed in the Prime Vendor Catalog or master Item Identification List.
High and Low Limit	In computing high and low limits, see para. 4003. These limits must be updated quarterly to reflect current usage and may be recorded in pencil with the date of update.
Fixed Price	Latest fixed price and date as listed in the current NAVSUPNOTE 7330.
Receipt Price	Latest receipt price and date rounded to the nearest whole cent as indicated on the latest receipt document.

2. POSTING THE RECEIPT QUANTITY

a. General. During the accounting period each receipt will be posted to the "Receipts" column as follows (Figure 5-13):

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Mo. & Day	Month and date the food item was received.
Receipts	Quantity of food item received as indicated on the receipt document.
On Hand	The sum of the receipt quantity and the previous on hand balance.

b. Overages from Navy Sources. Post quantity actually invoiced and on the next line post same date with excess quantity received using the dummy invoice (para. 5208-2) as the reference document (Figure 5-14).

c. Shortages from Navy Sources. Post quantity actually invoiced. Paras. 6001 and 6002 discuss posting, as a separate entry, the quantity not received (Figure 5-15).

d. Overages or Shortages from a Commercial Source. Post quantity actually received.

3. POSTING THE LAST RECEIPT PRICE. The last receipt price, if changed, will be posted to the NAVSUP Form 335 as follows (Figure 5-13):

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Mo. & Day	Month and day the food item was received if last receipt price changed from the last time the food item was received.

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Receipt Price

Post change in the last receipt price rounded to the nearest cent.

5403 POSTING THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

1. GENERAL. The NAVSUP Form 367 (Figure 5-16) is a document used to record all increases and decreases, by total money value, during an accounting period in the Food Service Officer's accountability. This document is maintained in the records office. Receipt transactions will be posted as indicated below

2. RECEIPT TRANSACTIONS. Receipt transactions recorded on the NAVSUP Form 367 will include:

- a. value of inventory carried forward (recorded as the first entry on the first day of the accounting period),
- b. receipts from a requisition document (as occurring),
- c. receipts from a purchase order document (as occurring), and
- d. receipts from transfer (as occurring).

Receipts must be classified as "receipts with charge" or "receipts without charge" when posting to NAVSUP Form 367. "Receipts with charge" cause a reduction in Navy Subsistence Appropriation funds. "Receipts without charge" are subsistence products received from other Navy sources where Navy Subsistence Appropriation funds have previously been charged. The following table is a guide for determining if a receipt is "with" or "without" charge.

<u>Type of Transaction</u>	<u>Type of Receipt</u>
Subsistence Prime Vendor	With Charge
Ships Store	With Charge
commercial sources	With Charge
Navy stock points (FISC)	With Charge
Stores Ships (TAFS, AOE, AOR)	With Charge
other government agencies (DSCP, USA, USAF, USCG)	With Charge
from one General Mess to another	Without Charge
from a non-stores ship (e.g. submarine from submarine tender)	Without Charge

3. POSTING TRANSACTIONS

a. Heading. In the upper right hand corner insert activity name, hull number and UIC code.

b. Inventory. The first entry on the NAVSUP Form 367 will be the total money value of the inventory brought forward from the previous accounting period. The first entry for a fleet ballistic missile (FBM) submarine will be the total money value of the inventory transferred between the blue and gold crews on the Requisition and Invoice/Shipping Document (DD Form 1149). FBMs will post this total value next to the caption "Inventory BF".

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c. Recording Receipts. The total money value of receipts will be posted to the NAVSUP Form 367 as occurring as outlined in subpara. 3d. Shortages in shipment will be handled in accordance with para. 5207. Material received without an invoice will be handled the same as an overage in shipment in accordance with para. 5208. Delivery documents for food items received under indefinite delivery type contracts may be posted as occurring or posted as a single total entry on the last day of each month. Postings will not be delayed because of nonreceipt of the vendor's invoice. When necessary, an adjustment will be made in the same manner as for material received without an invoice as prescribed in para. 5208.

d. Posting Receipts

(1) Receipt documents will be posted as they occur as follows:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Mo. & Day	Month and day the food items were received.
Source	Activity from where the food items were received.
Document Number	First Column: Julian date of the requisition number from the requisition/purchase document. Second Column: 9 plus the food-item code of the first line item on the requisition/purchase document. Third Column: 9 plus the food-item code of the last line item on the requisition/purchase document. When posting requisition/purchase documents containing only one item, the third column will be left blank.
Value	The total dollar value of the receipt(s) from a single source, on the same day with the same requisition/ purchase number.

ANNOTATING AN ERRONEOUS INVOICE FROM NAVY SOURCES

Figure 5-12

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POSTING A RECEIPT TO THE SUBSISTENCE LEDGER (NAVSUP FORM 335)

F82720001 TIME: 18:13
NAVAL STATION DUARTE (V21111)

*** SUBSISTENCE LEDGER (NAVSUP FORM 335) ***

DATE: 15JUL98 PAGE: 1

NAVSUP FORM 335 (Rev. 2-78)
S/N 0108-LF-500-3350

SUBSISTENCE LEDGER (4442)

STOCK NO. 8925010607495 ITEM H29

NAVSUP FORM 335

HIGH LIMIT: 131		1998		RECEIPTS		EXPENDITURES		ON HAND		19		RECEIPTS		GENERAL MESS		OTHER		ON HAND	
MO. & DAY	*FIXED PRICE	MO.	DAY	ISSUED	CUM. TOTAL	OTHER	ON HAND	MO.	DAY	ISSUED	CUM. TOTAL	OTHER	ON HAND	ISSUED	CUM. TOTAL	OTHER	ON HAND		
04/01	0.66	04	01	BBF			29.00												
		04	08		1.00	1.00	28.00												
		04	10		1.00	2.00	27.00												
		05	22				22.00					OTH 5.00	22.00						
		06	08		12.00	14.00	10.00												
		06	09		24.00		34.00												
		06	09		11.00	25.00	23.00												
		06	10		5.00	30.00	18.00												
		06	11		4.00	34.00	14.00												
		06	12		2.00	36.00	12.00												
		06	12				6.00					OTH 6.00	6.00						
		06	16		24.00		30.00												
		06	19		2.00	38.00	28.00												
		06	27		1.00	39.00	27.00												
		06	30		30.00		57.00												
		06	30				50.00					OTH 7.00	50.00						

* Use to extend issues to General Mess.
ISSUED CODES: 1 - 9 = BRANCH MESS CODE
OTHER CODES: LW = LOSS WITHOUT SURVEY; R1 = RETURN OF ISSUE FROM PRIVATE MESS; SV = SURVEY; TR = TRANSFER OUT; T1 = TRANSFER IN; SM = SPECIAL MEAL
***** END OF REPORT *****

Use to extend inventory and to price sales and transfers.

Post actual quantity received and add to the "on hand" balance

Post last receipt price if different from previous receipt

DOC IDENT. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

AOA NDZ 3 8925 010607495 LB 00189 1111 8181 9H29 N00031 B PZ 9M EP512 181

SHIPPED FROM 00189 FISC NAREYK SHIP TO 01111 H29 DUARTE (DDG 90)

WAREHOUSE LOCATION A UFC N MFC FREIGHT RATE D DOCUMENT MAT COND QUANTITY

F SUBSTITUTE DATA ITEM OF E L M N O P Q R S

T ITEM NOMENCLATURE

W SELECTED BY AND DATE X TYPE OF CONTAINERS TOTAL WEIGHT

RECEIVED BY AND DATE AS. East 30 Jun 98

INSPECTED BY AND DATE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS "I hereby acknowledge receipt of items listed hereon for which I hold myself responsible to the United States government"

Name B.B. Washington

Rate MS² Date 29 Jun 98

DD FORM 1348-1

13 TRANSPORTATION CHARGEABLE TO 14 BLADING. AWB. OR RECEIVER'S SIGNATURE (AND DATE) 15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 1 MAR 74 EDITION OF 1 JAN 84 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT 1

Figure 5-13

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POSTING AN OVERAGE FROM NAVY SOURCES TO THE SUBSISTENCE LEDGER

DD FORM 1348-1

AOA NDZ 3,8915, 010888749 LB 00040V 21111, 8174, 9V03, N 00031 B PZ 9M EP512 174

00189 FISC NORFOLK 21111 USS DUARTE (DDG 90)

WAREHOUSE LOCATION: TYPE OF CARGO: UNIT WEIGHT: UNIT CUBE: U F C: N M F C: FREIGHT CLASSIFICATION: NOMENCLATURE: SUBSTITUTION DATA (ITEM ORIGINALLY REQUESTED): FREIGHT CLASSIFICATION: NOMENCLATURE: ITEM NOMENCLATURE: SELECTED BY AND DATE: TYPE OF CONTAINERS: TOTAL WEIGHT: RECEIVED BY AND DATE: INSPECTED BY AND DATE: PACKED BY AND DATE: NO. OF CONTAINERS: TOTAL CUBE: REMARKS: FIRST DESTINATION ADDRESS: BB: CC: DD: EE: FF: 13 TRANSPORTATION CHARGEABLE TO: 14 BILLING: AMB, OR RECEIVER'S SIGNATURE: DATE SHIPPED: 15: 16: 17: 18: 19: 20: 21: 22: 23: 24: 25: 26: 27: 28: 29: 30: 31: 32: 33: 34: 35: 36: 37: 38: 39: 40: 41: 42: 43: 44: 45: 46: 47: 48: 49: 50: 51: 52: 53: 54: 55: 56: 57: 58: 59: 60: 61: 62: 63: 64: 65: 66: 67: 68: 69: 70: 71: 72: 73: 74: 75: 76: 77: 78: 79: 80: 81: 82: 83: 84: 85: 86: 87: 88: 89: 90: 91: 92: 93: 94: 95: 96: 97: 98: 99: 100: 101: 102: 103: 104: 105: 106: 107: 108: 109: 110: 111: 112: 113: 114: 115: 116: 117: 118: 119: 120: 121: 122: 123: 124: 125: 126: 127: 128: 129: 130: 131: 132: 133: 134: 135: 136: 137: 138: 139: 140: 141: 142: 143: 144: 145: 146: 147: 148: 149: 150: 151: 152: 153: 154: 155: 156: 157: 158: 159: 160: 161: 162: 163: 164: 165: 166: 167: 168: 169: 170: 171: 172: 173: 174: 175: 176: 177: 178: 179: 180: 181: 182: 183: 184: 185: 186: 187: 188: 189: 190: 191: 192: 193: 194: 195: 196: 197: 198: 199: 200: 201: 202: 203: 204: 205: 206: 207: 208: 209: 210: 211: 212: 213: 214: 215: 216: 217: 218: 219: 220: 221: 222: 223: 224: 225: 226: 227: 228: 229: 230: 231: 232: 233: 234: 235: 236: 237: 238: 239: 240: 241: 242: 243: 244: 245: 246: 247: 248: 249: 250: 251: 252: 253: 254: 255: 256: 257: 258: 259: 260: 261: 262: 263: 264: 265: 266: 267: 268: 269: 270: 271: 272: 273: 274: 275: 276: 277: 278: 279: 280: 281: 282: 283: 284: 285: 286: 287: 288: 289: 290: 291: 292: 293: 294: 295: 296: 297: 298: 299: 300: 301: 302: 303: 304: 305: 306: 307: 308: 309: 310: 311: 312: 313: 314: 315: 316: 317: 318: 319: 320: 321: 322: 323: 324: 325: 326: 327: 328: 329: 330: 331: 332: 333: 334: 335: 336: 337: 338: 339: 340: 341: 342: 343: 344: 345: 346: 347: 348: 349: 350: 351: 352: 353: 354: 355: 356: 357: 358: 359: 360: 361: 362: 363: 364: 365: 366: 367: 368: 369: 370: 371: 372: 373: 374: 375: 376: 377: 378: 379: 380: 381: 382: 383: 384: 385: 386: 387: 388: 389: 390: 391: 392: 393: 394: 395: 396: 397: 398: 399: 400: 401: 402: 403: 404: 405: 406: 407: 408: 409: 410: 411: 412: 413: 414: 415: 416: 417: 418: 419: 420: 421: 422: 423: 424: 425: 426: 427: 428: 429: 430: 431: 432: 433: 434: 435: 436: 437: 438: 439: 440: 441: 442: 443: 444: 445: 446: 447: 448: 449: 450: 451: 452: 453: 454: 455: 456: 457: 458: 459: 460: 461: 462: 463: 464: 465: 466: 467: 468: 469: 470: 471: 472: 473: 474: 475: 476: 477: 478: 479: 480: 481: 482: 483: 484: 485: 486: 487: 488: 489: 490: 491: 492: 493: 494: 495: 496: 497: 498: 499: 500: 501: 502: 503: 504: 505: 506: 507: 508: 509: 510: 511: 512: 513: 514: 515: 516: 517: 518: 519: 520: 521: 522: 523: 524: 525: 526: 527: 528: 529: 530: 531: 532: 533: 534: 535: 536: 537: 538: 539: 540: 541: 542: 543: 544: 545: 546: 547: 548: 549: 550: 551: 552: 553: 554: 555: 556: 557: 558: 559: 560: 561: 562: 563: 564: 565: 566: 567: 568: 569: 570: 571: 572: 573: 574: 575: 576: 577: 578: 579: 580: 581: 582: 583: 584: 585: 586: 587: 588: 589: 590: 591: 592: 593: 594: 595: 596: 597: 598: 599: 600: 601: 602: 603: 604: 605: 606: 607: 608: 609: 610: 611: 612: 613: 614: 615: 616: 617: 618: 619: 620: 621: 622: 623: 624: 625: 626: 627: 628: 629: 630: 631: 632: 633: 634: 635: 636: 637: 638: 639: 640: 641: 642: 643: 644: 645: 646: 647: 648: 649: 650: 651: 652: 653: 654: 655: 656: 657: 658: 659: 660: 661: 662: 663: 664: 665: 666: 667: 668: 669: 670: 671: 672: 673: 674: 675: 676: 677: 678: 679: 680: 681: 682: 683: 684: 685: 686: 687: 688: 689: 690: 691: 692: 693: 694: 695: 696: 697: 698: 699: 700: 701: 702: 703: 704: 705: 706: 707: 708: 709: 710: 711: 712: 713: 714: 715: 716: 717: 718: 719: 720: 721: 722: 723: 724: 725: 726: 727: 728: 729: 730: 731: 732: 733: 734: 735: 736: 737: 738: 739: 740: 741: 742: 743: 744: 745: 746: 747: 748: 749: 750: 751: 752: 753: 754: 755: 756: 757: 758: 759: 760: 761: 762: 763: 764: 765: 766: 767: 768: 769: 770: 771: 772: 773: 774: 775: 776: 777: 778: 779: 780: 781: 782: 783: 784: 785: 786: 787: 788: 789: 790: 791: 792: 793: 794: 795: 796: 797: 798: 799: 800: 801: 802: 803: 804: 805: 806: 807: 808: 809: 810: 811: 812: 813: 814: 815: 816: 817: 818: 819: 820: 821: 822: 823: 824: 825: 826: 827: 828: 829: 830: 831: 832: 833: 834: 835: 836: 837: 838: 839: 840: 841: 842: 843: 844: 845: 846: 847: 848: 849: 850: 851: 852: 853: 854: 855: 856: 857: 858: 859: 860: 861: 862: 863: 864: 865: 866: 867: 868: 869: 870: 871: 872: 873: 874: 875: 876: 877: 878: 879: 880: 881: 882: 883: 884: 885: 886: 887: 888: 889: 890: 891: 892: 893: 894: 895: 896: 897: 898: 899: 900: 901: 902: 903: 904: 905: 906: 907: 908: 909: 910: 911: 912: 913: 914: 915: 916: 917: 918: 919: 920: 921: 922: 923: 924: 925: 926: 927: 928: 929: 930: 931: 932: 933: 934: 935: 936: 937: 938: 939: 940: 941: 942: 943: 944: 945: 946: 947: 948: 949: 950: 951: 952: 953: 954: 955: 956: 957: 958: 959: 960: 961: 962: 963: 964: 965: 966: 967: 968: 969: 970: 971: 972: 973: 974: 975: 976: 977: 978: 979: 980: 981: 982: 983: 984: 985: 986: 987: 988: 989: 990: 991: 992: 993: 994: 995: 996: 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2160: 2161: 2162: 2163: 2164: 2165: 2166: 2167: 2168: 2169: 2170: 2171: 2172: 2173: 2174: 2175

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POSTING A SHORTAGE FROM NAVY SOURCES TO THE SUBSISTENCE LEDGER

F8272001 TIME: 21:54
NAVAL STATION DUARTE (V21111)

*** SUBSISTENCE LEDGER (NAVSUP FORM 335) ***

NAVSUP FORM 335 (Rev. 2-78)
S/N 0108-LF-500-3350

SUBSISTENCE LEDGER (4442)

STOCK NO. 8905007823190 ITEM Q95, FRANKFURTERS, 1-2 LB

NAVSUP FORM 335

PAGE: 1

HIGH LIMIT: 379		LOW LIMIT: 177		UNIT OF ISSUE: LB		EXPENDITURES		ON HAND		EXPENDITURES		ON HAND	
MO.	DAY	RECEIPTS	ISSUED	GENERAL MESS CUM. TOTAL	OTHER	MO.	DAY	RECEIPTS	ISSUED	GENERAL MESS CUM. TOTAL	OTHER	MO.	DAY
1998	04 01	BBF				1998	06 09	144.00				1998	06 09
04/01	01		4.00	4.00		06 10			36.00	313.00		06 10	
	07		20.00	24.00		06 18			24.00	337.00		06 18	
	13		24.00	48.00		06 22			24.00	361.00		06 22	
	18		11.00	59.00		06 29	48.00					06 29	
	22		20.00	79.00		06 30	120.00					06 30	
	25		13.00	92.00		06 30					\$ 20.00	06 30	
	26	48.00											
	05 04		25.00	117.00									
	05 07	48.00											
	05 07		14.00	133.00									
	05 13		8.00	141.00									
	05 14		4.00	145.00									
	05 15		24.00	169.00									
	05 19		20.00	189.00									
	05 27		9.00	198.00									
	05 27		24.00	222.00									

Post quantity actually invoiced on first line

Details on posting quantities not received are outlined in paras. 6001 and 6002

DOC IDENT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

AOA NDZ 3 8905 007823190 LB 00120V 21111 8181 9H22 N 00031 B PZ 9M EP512 181

SHIPPED FROM 00189 FISC NORFOLK SHIP TO 21111 USS DUARTE (DDG 90)

MARK FOR PROJECT

TOTAL PRICE 1 39

166 80

WAREHOUSE LOCATION TYPE OF CARGO UNIT PACK UNIT WEIGHT UNIT CUBE UFC N MFC FREIGHT RATE DOCUMENT DATE MAT CONG QUANTITY

SUBSTITUTE DATA (ITEM ORIGINALLY REQUESTED) FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

RECEIVED BY AND DATE INSPECTED BY AND DATE

PACKED BY AND DATE NO. OF CONTAINERS TOTAL CUBE

WAREHOUSED BY AND DATE WAREHOUSE LOCATION

REMARKS

DD FORM 1348-1 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

Figure 5-15

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POSTING RECEIPTS TO THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

F84600001 TIME: 12:52 *** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) *** DATE: 07 JUL98

RECORD OF RECEIPTS AND EXPENDITURES (4442) USS DUARTE (DDG 90) COMMANDING OFFICER U.I.C. V2111
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670 FPO-AE 28882-1888

RECEIPTS						EXPENDITURES				
*1998		SOURCE	DOCUMENT NO.			VALUE	*1998		ACTIVITY/ PURPOSE	DOCUMENT NO.
Mo.	Day						Mo.	Day		
6	23	MARVA MAID DAIRY	8174	9U93	9207	124.9280				
6	23	MONARCH	8174	9V03		60.8000				
6	26	KOTARIDES BAKING	8177	9W67		327.1500				
6	29	DOUGHTIES	8170	101	9X88	1,201.4678				
6	29	MARVA MAID DAIRY	8152	9U93		200.4000				
6	29	MONARCH	8180	101	9H22	52.8000				
6	30	MARVA MAID DAIRY	8152	9U93		200.4000				
6	30	MONARCH	8181	103	9H29	646.5000				
6	30	MONARCH	8181	104	9Q95	166.8000				
6	30	TOTAL				75,070.6758				

* Receipt Without Charge # Transfer With Reimbursement

Julian date of requisition

Food item code of the first food item preceded by "9"

Food item code of the last food item preceded by "9"

Total dollar value of all receipts with the same requisition number

Figure 5-16

PART F: DISTRIBUTION OF RECEIPT DOCUMENTS

5500 DISTRIBUTION OF RECEIPT DOCUMENTS FROM DLA AND NAVAL ACTIVITIES

Food items which are received from Navy activities will normally be documented by a Requisition and Invoice/Shipping Document (DD Form 1149), DoD Single Line Item Release/Receipt Document (DD Form 1348-1), or other type as provided by the supplying activity. At least two copies of a receipt document will be received. The copies will be distributed as follows:

- a. Original - signed by the bulk storeroom custodian and placed in the accountability file. Incoming material file copy may be discarded at this time.
- b. Copy - signed by the receipt inspector and placed in the receipts with charge file (receipts from a supply activity) or receipts without charge file (receipts from another end user). This copy will be used by the recordskeeper to post the Subsistence Ledger (NAVSUP Form 335), the Record of Receipts and Expenditures (NAVSUP Form 367). Outstanding requisition file copies may be discarded at this time.
- c. Remaining copies - may be discarded.

5501 DISTRIBUTION OF RECEIPT DOCUMENTS FROM COMMERCIAL SOURCES

1. FAST PAY PROCEDURES APPLICABLE. The DD Form 1155 will be distributed as follows when fast pay procedures apply:

- a. Definite Delivery DD Form 1155
 - (1) At time of Receipt and Pending Receipt of a Copy of the Dealer's Bill
 - (a) Copy - signed by the bulk storeroom custodian and placed in the Accountability File.
 - (b) Copy - signed by the receipt inspector and placed in the Receipts with Charge File. This copy will be used by the recordskeeper to post the Subsistence Ledger (NAVSUP Form 335), and the Record of Receipts and Expenditures (NAVSUP Form 367).
 - (c) Remaining copies - retained in the Outstanding Purchase Order File pending receipt of a copy of the dealer's bill.
 - (2) Upon Receipt of the Dealer Bill
 - (a) Copy from the Accountability File will be stamped with bill paying information (para. 5601-1c) and re-filed in the Accountability File until the end of the quarter.
 - (b) Copy - Completed Purchase Order File.
 - (3) At the End of the Quarter
 - (a) Copy from the Accountability File will be placed in the retained returns.
 - (b) Copy from the Receipts with Charge File may be discarded.

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b. Indefinite Delivery DD Form 1155. After the bulk storeroom custodian has signed each delivery ticket acknowledging responsibility for the food items, it will be filed in the accountability file and the total amount of the delivery noted on the DD Form 1155 at the end of the month. When final delivery has been made, distribution of the DD Form 1155 will follow the procedures as outlined in subpara. 1a. (NOTE: If the total quantity actually received during the month exceeds the quantity ordered on the DD Form 1155, a Standard Form 30 will also be completed for the quantities received in excess of the requested amount in accordance with para. 5208-3. Distribution of the Standard Form 30 is the same as the corresponding DD Form 1155).

2. FAST PAY PROCEDURES NOT APPLICABLE. The DD Form 1155 will be distributed as follows when fast pay procedures are not applicable:

a. Definite Delivery DD Form 1155

(1) At time of Receipt and Awaiting Dealer's Bill

(a) Copy - signed by the bulk storeroom custodian and placed in the Accountability File.

(b) Copy - signed by the receipt inspector and placed in the Receipts with Charge File. This copy will be used by the recordskeeper to post the Subsistence Ledger (NAVSUP Form 335), and the Record of Receipts and Expenditures (NAVSUP Form 367).

(c) Remaining copies - retained in the Outstanding Purchase Order File pending receipt of the dealer's bill.

(2) Upon Receipt of the Dealer Bill

(a) Copy from the Accountability File will be stamped with bill paying information (para. 5601-2b) and re-filed in the Accountability File until the end of the quarter.

(b) Two copies (one with original certification) - attached to the original and three copies of the dealer's bill and forwarded to the appropriate paying activity (DFAS).

(c) Copy - completed Purchase Order File.

(3) At the End of the Quarter

(a) Copy from the Accountability File will be placed in the retained returns.

(b) Copy from the Receipts with Charge File may be discarded.

b. Indefinite Delivery DD Form 1155. After the bulk storeroom custodian has signed each delivery ticket acknowledging responsibility for the food items, it will be filed in the accountability file and the total amount of the delivery noted on the DD Form 1155 at the end of the month. When final delivery has been made, distribution of the DD Form 1155 will follow the procedures as outlined in subpara. 1a. (NOTE: If the total quantity actually received during the month exceeds the quantity ordered on the DD Form 1155, a Standard Form 30 will also be completed for the quantities received in excess of the requested amount in accordance with para. 5208-3. Distribution of the Standard Form 30 is the same as the corresponding DD Form 1155).

PART G: PROCESSING DEALER'S BILLS FOR PAYMENT

5600 PROMPT PAYMENT ACT

Under the provisions of the Prompt Payment Act (Public Law 97-177), federal agencies are required to pay interest penalties for late payment of a proper dealer's invoice. In the interest of better business relationships with vendors, improved efficiency of the bill paying functions and reduced cost of goods and service, all activities with procurement authority are required to certify and forward proper invoices promptly to the paying activity specified in the purchase order. For most purchases, payment is due within 30 days of the date of acceptance of material/services or receipt of invoice, whichever is later, unless another date is specified in the contract. In order for the paying activity to comply with the above time frames, all activities are required to submit invoices for payment within five working days following certification and acceptance of the goods or services.

5601 PAYMENT OF DEALER'S BILLS IN CONUS

1. FAST PAY PROCEDURES APPLICABLE

a. Payment to the Vendor. The Fast Pay and Certificate of Conformance Procedures are designed to expedite payment to the vendor. Under these procedures, a dealer's bill is paid when the vendor can certify delivery of food items to a common carrier or shipment via other means to the point of first receipt by the government. Payment for food items will be made upon submission by the vendor to the paying activity of the following:

- (1) original and one copy of the purchase order,
- (2) proof of delivery or shipment, and
- (3) original and three copies of the dealer's bill.

One copy of each dealer's bill will be forwarded to the activity.

b. Checking Dealer's Bill. Upon receipt, the copies of all dealer's bills will be annotated with the date the bill is actually received on board. The copy of a dealer's bill will be checked by the Food Service Officer against the copy of the purchase order in the Accountability File. The dealer's bill will be checked to ensure that:

- (1) items listed on the dealer's bill are the same as the items received on the purchase order,
- (2) quantities billed are the same as the quantities received, and
- (3) the prices listed on the dealer's bill are the same as the prices on the purchase order.

Discrepancies in quantities billed by dealers or incorrect prices will be reported immediately to the vendor and the appropriate Defense Finance and Accounting Service activity.

c. Document Distribution. After the copy of the dealer's bill has been checked, the retained copy of the DD Form 1155 from the Outstanding Purchase Order File awaiting

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dealer's bill will be placed in the Completed Purchase Order File along with the copy of the dealer's bill. The following information will be stamped or typed on the copy of the DD Form 1155:

DATE MATERIAL RECEIVED
DATE DEALER'S BILL RECEIVED
NUMBER OF DEALER'S BILL
DATE FORWARDED FOR PAYMENT
PAYING ACTIVITY

In the "Date forwarded for payment" block, "Fast Pay" will be entered.

2. FAST PAY PROCEDURES NOT APPLICABLE

a. Checking Dealer's Bills. Upon receipt, all dealer's bills will be annotated with the date the bill is actually received on board. The dealer's bill will then be checked by the Food Service Officer against the two copies of the purchase order in the Accountability File awaiting dealer's bill. The dealer's bill will be checked to ensure that:

(1) items listed on the dealer's bill are the same as the items received on the purchase order,

(2) quantities billed are the same as the quantities received, and

(3) prices listed on the dealer's bill are the same as the prices on the purchase order.

All dealer's bills will be forwarded to the paying activity within five days from the date of receipt of the material or the dealer's bill, whichever is later. Food Service Officers will take necessary action to ensure that dealer's bills are forwarded within the prescribed time. If a dealer's bill is incorrect, the vendor will be notified and a corrected bill requested. If the corrected dealer's bill is not received within five days or prior to the ship's departure from the area, the incorrect dealer's bill will be processed for payment. The paying activity will pay only that part of the bill that agrees with the certified purchase order.

b. Document Distribution. After the dealer's bill has been checked by the Food Service Officer, the following will be forwarded to the paying activity:

(1) two certified copies of the purchase order in the Accountability File awaiting the dealer's bill, and

(2) original and three copies of the dealer's bill.

A copy in the Outstanding Purchase Order File will be stamped with the following information and placed in the Completed Purchase Order File with a copy of the dealer's bill:

DATE MATERIAL RECEIVED
DATE DEALER'S BILL RECEIVED
NUMBER OF DEALER'S BILL
DATE FORWARDED FOR PAYMENT
PAYING ACTIVITY

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5602 PAYMENT OF DEALER'S BILLS OUT CONUS

1. GENERAL. Payment of dealer's bills for food items from foreign vendors will be made under the terms of current contracts and following fleet and force commander's instructions covering foreign purchases. Dealer's bills will be processed following para. 5601-2. The bill will be submitted to the ship's disbursing officer unless payment by another official is required.

2. DISBURSING OFFICER MAKES PAYMENT. When a dealer's bill is received from a foreign vendor, it will be paid by the ship's disbursing officer unless payment by another official is required. To support payments by the ship's disbursing officer, the Food Service Officer will provide the following documents:

- a. two certified copies of the purchase order in the Accountability File awaiting the dealer's bill, and
- b. original and three copies of the dealer's bill.

3. PAYING ACTIVITY MAKES PAYMENT. If payment cannot be made by the disbursing officer, the following will be forwarded under a letter of transmittal to the activity designated to pay the bill:

- a. two certified copies of the purchase order in the Accountability File awaiting the dealer's bill, and
- b. original and three copies of the dealer's bill.

5603 PRECAUTIONS AGAINST DUPLICATE PAYMENTS

Duplicate payments for food items can occur when an activity provides vendors with duplicate original purchase orders. The Food Service Officer must not prepare a duplicate DD Form 1155 until verifying the following:

- a. check for a retained copy of the DD Form 1155 and a copy of the dealer's bill in the Completed Purchase Order File, and
- b. check with the appropriate Defense Finance and Accounting Service activity to ensure payment has not already been made, or that the original DD Form 1155 has not already been received.

5604 DISCOUNTS ON DEALER'S BILLS

Dealer invoices offering discounts upon payment within the discount period will be processed immediately and forwarded to the disbursing officer or to the Defense Finance and Accounting Service designated in the purchase document for preparation and payment of the public voucher. Afloat activities will process the invoices as prescribed by NAVSUP P-485. Ashore activities will process the invoices in accordance with the Naval Supply Systems Command Manual, para. 23109.

PART H: STOWAGE

5700 STOWAGE

1. GENERAL. Care will be taken to keep food items away from areas where asphalt, fuel, creosote, or lubricating oils are present. Smoking in food storage spaces will be prohibited to avoid fire and to prevent certain food items from absorbing the odor of smoke. Under normal conditions, food items will be stored in their original containers. Items in damaged containers or bags will be issued immediately if they are fit for human consumption; otherwise, they will be surveyed. If there is any doubt about the fitness of food for human consumption, the item will be inspected by medical representatives, including veterinary personnel, if available, and surveyed if found to be unfit. All items will be inspected regularly for signs of damage, spoilage, insect infestation, or rodent contamination (that is, perishables daily and semi-perishables on a cyclical basis as required). If heat pipes are present, they should be well insulated to prevent the transfer of heat to stored food items. Storage areas, especially chill and freeze spaces, and refrigeration equipment should be painted with quick-drying, odor-free paint to avoid absorption of paint odors by food items.

2. ARRANGEMENT AND PRESERVATION. Storerooms in which food items are stored will be kept clean and clear of unnecessary traffic and unpleasant odors and arranged in a neat and orderly fashion. Bulk food should be stowed by item and date of manufacture or date of receipt to facilitate breakouts, inventories and proper rotation of stock. Case lots should be stowed on grating and not be placed directly on the deck. Open spaces will be provided between stacks of cases or pallets. Space will also be provided between cases and structural obstructions (such as steam pipes) to permit maximum ventilation. Stagnant air is detrimental to perishable items.

3. ISSUING AND ROTATION. The oldest food supplies on hand in the bulk storeroom should be issued first. Generally, it is "first in, first out". However, when deployed overseas, food supplies may be received from Combat Logistic Force (CLF) ships which were manufactured before the stock procured in the United States when loading out. Manufacturers' age codes are especially important in this case as they indicate the date of manufacture. In this instance, the "new" food supplies received are actually older than the food supplies already in the bulk storeroom and should be issued first.

4. SPECIAL STORAGE PRECAUTIONS. Storage guidance contained herein is based on the availability of adequate storage facilities designed to give the normal range of protection for various types of food items. If food items are stored in other than normal facilities (such as rail cars, portable reefers, or substandard storerooms), food service personnel must exercise special and continuous close surveillance over such spaces to insure that prescribed storage temperatures are constantly maintained to prevent damage to products stored. Severe deviations from normal storage temperatures should not be tolerated.

5. FRESH ITEMS. Fresh items will be handled expeditiously to reduce their exposure to weather elements and will be kept free of foreign materials that could cause spoilage. Citrus fruits, onions, tomatoes, cabbages, cantaloupes, and celery should not be stored with eggs or butter or in rooms where it is possible for odors from such fruits and vegetables to be absorbed. All fast moving food and drink items must be kept refrigerated at the proper

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temperature except when being prepared or served. The following conditions for storage will be observed:

- a. All refrigerated spaces will be kept in a clean, neat, and orderly manner,
 - b. Stocking should start from the bulkheads and work inward toward the center, starting at least four inches in from the bulkheads or coils, and
 - c. Overloading the storerooms decreases the efficiency of the cooling equipment, makes cleaning more difficult, and provides the opportunity for other sanitation problems to arise.
6. **FROZEN ITEMS (FRUITS, VEGETABLES, MEATS, AND DAIRY PRODUCTS).** Upon delivery, frozen fruits and vegetables should be transferred promptly to a low temperature storage space. The temperature of the load will be checked upon arrival by checking internal temperatures of items selected at random throughout the load.

5701 AIR CIRCULATION

Air circulation in a storeroom, plus proper temperature and humidity, plays an important part in the correct storage of fresh and frozen foods. The use of a fan or duct system is helpful in maintaining good circulation in all parts of the room. Generally, when the recommended temperature in all parts of the refrigerated space is the same and is maintained within the stocks in the freezer space, the circulation of air may be considered adequate. Storerooms containing fresh fruits and vegetables do not usually require outside air, but when the compartment is kept tight at temperatures of 40°F. or higher, the carbon dioxide given off by the fruits and vegetables will sometimes reach a high level. If this condition should occur, a supply of fresh air should be let into the room before personnel are allowed to work there. The use of Ethylene Absorber Blankets is strongly encouraged to also reduce ethylene gas levels and prolong the storage life of perishable foods.

5702 STORAGE LIFE OF FROZEN PERISHABLE FOOD ITEMS

1. **GENERAL.** Frozen perishable food items can be considered shelf-stable because of their long shelf life. A storage temperature of 0°F is generally considered desirable when storing frozen food items. All frozen food items will deteriorate with time, at a rate that largely depends on the sum of all the time-temperature experiences. Frozen food items become less stable and are likely to deteriorate faster when stored at temperatures in excess of 0°F. As a rule of thumb, for every 18°F rise in temperature, the rate of deterioration can double, triple, or quadruple, depending on the item. The effect of excessive temperature changes on quality is cumulative, therefore, frequent inspections during storage are essential. When inspections of frozen food items show signs of deterioration, efforts should be taken to assure the item is suitable for intended use and immediate issue. This will keep losses at a minimum. Rotation of frozen food items is extremely important. Frozen items should not be allowed to accumulate in storage, and a first in-first out (FIFO) policy should be strictly followed. Issues of frozen food items must be based on results of inspection performed by a veterinary food inspector or a designated representative of the medical department when a product's suitability for intended use is suspected.

2. **OPTIMAL CONDITIONS.** Storage temperature for all frozen perishable food items will not exceed 0°F. During shipment the temperature will not be higher than 10°F. The approximate storage life, elapsed time from date of pack to date of issue for consumption as listed in the

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table in Appendix I, is based on the assumption that products delivered to the government were processed and procured in accordance with DoD procurement requirements and were in good condition at time of delivery.

3. **LESS THAN OPTIMAL STORAGE CONDITIONS.** The storage life of frozen food items is greatly reduced when stored in temperatures greater than 0°F. Such storage conditions will cause either an unacceptable product or one of reduced quality. Thawed food items must not be refrozen to prolong shelf life. The items will be consumed immediately or discarded, dependent upon inspection results.

5703 FREEZING POINT, STORAGE TEMPERATURE AND STORAGE LIFE OF CHILLED PERISHABLE FOOD ITEMS

Bulk storeroom storage temperature for chilled perishable food items is generally within the temperature range of 33°-36°F. For some items, better quality is maintained at temperatures higher or lower than this range and are shown in Appendix F with the accepted storage temperature. The approximate storage life data, elapsed time from date of pack to date of issue for consumption, is based on the assumption that products delivered to the government were processed and procured in accordance with current specifications and were in good condition at time of delivery. Some items are damaged by slow freezing; for those items the average freezing points are also listed in the table in Appendix F. Reach-in refrigerators used for short term storage of chilled perishable food items should be maintained with a temperature range of 34°-40°F.

5704 STORAGE OF SEMI-PERISHABLE FOOD ITEMS

1. **GENERAL.** The term "semi-perishable food items" refers to food items that are canned, dried, dehydrated, or otherwise processed to the extent that such items may, under normal conditions, be stored in non-refrigerated spaces. Although semi-perishable food items are not nearly as susceptible to spoilage as perishable food items, spoilage can and will occur if the products are mishandled, improperly stored, or stored for long period of time. The length of storage should be based on the date of pack and not on the date of receipt.

2. STORAGE CONDITIONS

a. **General.** The optimum storage conditions for most semi-perishable food items are clean, cool, dry, well ventilated storage areas. High temperature and high humidity accelerate spoilage by promoting the deterioration of containers and the growth of bacteria in the food product. Freezing is detrimental to the quality of products with a high water content but most items remain edible after having been frozen and thawed. Infestation by rodents and insects can cause great damage to items packaged in bags, boxes and cartons. Such items also tend to absorb odors and lose flavor. This is especially true in storage areas that lack adequate ventilation.

b. Physical Environmental Factors

(1) **Freezing.** Dry products such as flour, sugar, and dehydrated foods ordinarily are not injured by freezing. The usefulness and palatability of wet-packed items likewise is not affected by freezing, although their physical appearance may suffer due to softening of their texture. Emulsions, such as canned cheese, prepared mustard and cream soups, will be destroyed by freezing although the food is not spoiled.

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(2) High Temperatures. High storage temperatures encourage bacteria and mold growth, insect infestation, and are particularly dangerous when accompanied by high humidity. In addition, natural chemical action is accelerated, causing rancidity in many items. This is due to food acids present within the cans becoming activated and results in pinholing, blackening of the interior, and hydrogen swells. High temperature is the chief cause of accelerated spoilage in canned foods and should be controlled when possible by providing adequate ventilation.

(3) Moisture (Humidity). High humidity is detrimental to stored food items in many respects in that it accelerates the growth of bacteria and mold, promotes insect infestation, and causes mustiness in flour, rice, and similar foods. High humidity will also cause caking of products that absorb moisture, such as salt and sugar. Moisture also causes rusting of cans. Rust, unless it actually penetrates the can causing leakage, will not harm the content or in itself serve as a reason for survey.

3. OVERAGED STOCK. The safe storage period for dry subsistence varies with the type of product, storage temperatures, humidity control, handling care, protection from weather, and type of packaging and packing. The maximum shelf life of all food items will be decreased by extremes in temperature and humidity. Food items will be considered overaged when stored in excess of the keeping times as shown in the storage table in Appendix F. However, items will not be surveyed unless determined to be unfit for human consumption by a qualified inspector; for example, Army or Air Force veterinary personnel, senior medical officer, or Navy preventive medicine unit personnel.

4. IDENTIFICATION OF SPOILED ITEMS. A change in color of a food product indicates a loss of quality and may also indicate spoilage. Unpleasant odors and flavors are the best indications of spoilage without submitting the item to a qualified laboratory for examination. Swollen cans, referred to as swellers, springers and flippers, depending on the degree of gas formation, are caused by chemical or bacterial action, or overfilling. Regardless of the suspected cause, cans having such defects should be separated and placed on hold status. Items suspected of being unfit for human consumption will be inspected by the Army veterinary technicians when assigned, senior medical representative, Navy preventive medicine unit, or station sanitation officer, for confirmation of the unsatisfactory condition prior to initiating survey action.

5. ROTATION OF SEMI-PERISHABLE FOOD ITEMS. The storage tables in Appendix F also provide guidance for rotation of semi-perishable food items. The keeping times shown are average keeping times for products stored at 70°F. Keeping times will be reduced by approximately 50% if storage temperatures are maintained at 90°F and will be increased approximately 100% if stored at 40°F.

PART I: HANDLING OF FRUITS, VEGETABLES, MEATS, ANIMAL PRODUCTS AND GARBAGE ABOARD NAVY SHIPS AND AIRCRAFT RETURNING FROM FOREIGN OR OFFSHORE UNITED STATES PORTS

5800 GENERAL

1. SECNAVINST 6210.2 (series) directs conformance with regulations of the United States Departments of Health and Human services, Agriculture, Treasury, and Commerce. The Government regulations are intended to prevent the introduction and dissemination, domestically or elsewhere, of diseases of humans, plants and animals, prohibited or illegally taken wildlife, arthropod vectors, and pest of health and agricultural importance. Introduction and dissemination of these products in to the United States and its territories, commonwealths, and possessions may occur by movements of U.S. Military ships, aircraft, or other transport of the Armed Forces arriving at or leaving military installations in the United States and foreign countries, or ports or other facilities under the jurisdiction of the aforementioned Federal agencies.
2. Commanders are responsible to maintain liaison with local representatives of Plant Protection and Quarantine (PPQ) and Veterinary Services of Animal and Plant Health Inspection Service (APHIS), United States Department of Agriculture (USDA), as well as other appropriate government agencies. Inspectors of these agencies will be notified by the commanders in advance, so far as it is practical, of the arrival or departure of any vessel under the purview of established regulations.

5801 INSPECTION

1. An inspector or a designated representative of the USDA will board U.S. Military ships and aircraft, at the first United States port of entry to inspect for fruits, vegetables, and meat that have been grown, produced, or processed outside the United States to include Hawaii, Guam, Puerto Rico, and the U.S. Virgin Islands. If fruits, vegetables, and meat are found, the inspector will determine what disposal or safeguard action is necessary. In 1992, APHIS granted the Navy special procedures for landing meat carried as cargo aboard U.S. Military Vessels returning from foreign counties.
2. Whenever a U.S. Military ship or aircraft has called on any foreign port and returns to any United States port it will be boarded by a PPQ inspector of the USDA. The PPQ inspector will determine from the commanding officer or the designated representative the identity of all port visits and/or underway replenishments, to determine if fruits, vegetables, and meat that have been grown, produced, or processed outside the United States are aboard.

5802 VOYAGE OUTSIDE TERRITORIAL LIMITS AND RETURN

When no foreign or United States offshore ports were visited, ships moving between coastal ports within the United States or between continental United States and Alaskan ports will not be subject to boarding by the PPQ inspector nor are ships required to adhere to garbage requirements. Unless, the ship was issued meat, not of U.S. origin, from a secure Navy stock point which is discussed in the paragraph below.

5803 SPECIAL PROCEDURES FOR LANDING MEAT CARRIED AS CARGO ABOARD U.S. MILITARY VESSELS RETURNING FROM FOREIGN COUNTRIES

1. The PPQ inspector will inspect and supervise the movement for landing meat which may have been stored at U.S. Military Depots in foreign/infected countries or stored on ships that have made port calls in foreign/infected countries and carried as cargo aboard U.S. Military Vessels returning from foreign countries. The following applies.

a. End Use Ships (ships other than CLF ships):

(1) Meat of U.S. origin. All unopened cartons, marked as a product of the United States will be released without any restriction by the PPQ inspector.

(2) Meat, not of U.S. origin, may be transferred using refrigeration units, from one U.S. Military vessel to another (controlled cross-decking), put in secure storage (sealed) for re-issue to outbound ships only, or destroyed, under the supervision of the PPQ inspector. Consumption of meat, not of U.S. origin, by outbound vessels is not authorized, until outbound ship has departed the United States. Meat, not of U.S. origin, transferred to a secure storage site will not be use for consumption ashore.

NOTE: If meat, not of U.S. origin, has been cross-decked to another vessel, the PPQ inspector will document this transfer on the PPQ 288, by writing "Meat or meat products transferred, foreign meat/meat products aboard". The PPQ will advise the Captain to retain the form until the vessel returns to the United States.

NOTE: A U.S. Army Veterinarian may be requested to assist the PPQ inspector in documenting the transfer of meat, not of U.S. origin, from secure storage to outbound ships only, by writing, "Meat transferred, foreign meat aboard" and advise the Captain to retain a copy of the transfer document until the vessel returns to the United States.

b. Combat Logistics Force (CLF) Ships and Overseas Stock Points. Meat of U.S. origin carried and stored as cargo for underway replenishment or off loaded at overseas facilities, that is than transshipped back into the United States is permitted entry back into the United States for issue to ashore dining facilities under the following conditions:

(1) products are in original unopened cartons, and

(2) cartons are identified/marked as a product of the United States.

5804 HANDLING REGULATED GARBAGE ABOARD U.S. MILITARY VESSELS

1. SECNAVINST 6210.2 (Series) defines garbage as waste materials such as food scraps, table refuse, galley refuse, and refuse from stores of ships and aircraft. Garbage is derived in whole or in part from fruits, vegetables, or other plant products or animal products. Garbage from any Navy ship that has visited any foreign country will be handled in the following manner:

a. Garbage will be placed in leakproof, covered containers and disposed of following port procedures authorized by, or under surveillance of the USDA representative.

b. If regulated foreign stores are present and are not purged or transferred to an outbound vessel prior to docking, all garbage aboard will be treated as foreign and will be required to be sterilized or incinerated. If foreign stores are present, the PPQ inspector will not apply the "24

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hour rule.” Once the foreign stores are used up or otherwise disposed of, the “24 hour rule” will apply. But until those stores are used up or disposed of, the PPQ inspector will continue to regulate the ships garbage as any other foreign vessel.

NOTE: If foreign stores are present and were purged or transferred to another vessel, the PPQ inspector will document this purging or transfer of the PPQ Form 288. The PPQ inspector will annotate in writing, “Purged or transferred, now Domestic.” The PPQ inspector will advise the Captain to retain the form until the vessel departs the mainland as proof of Domestic status.

c. The “24 hour rule”. If there are no foreign stores aboard the vessel all garbage aboard the vessel at docking and all garbage produced during the first 24 hours will be sterilized or incinerated. Once the garbage is incinerated or sterilized at the first U.S. port, no further action is required at subsequent U.S. ports.

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CHAPTER 6

EXPENDITURES

PART A: SURVEYS

6000 GOVERNING REGULATIONS

1. GENERAL. In Navy terms, "survey" means a report on the "disposition of material" after a situation has been investigated. The survey procedure is the means by which material that is damaged, obsolete, deteriorated, lost or stolen is expended from accounting records. Under no circumstances will food still fit for consumption be destroyed and/or surveyed. Surveys are accomplished by two methods:

- a. Financial Liability Investigation of Property Loss (DD Form 200), or
- b. Expenditure Log (Loss without Survey) (NAVSUP Form 1334)

2. FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (DD FORM 200). A DD Form 200 will be made immediately under the following conditions as a charge to the subsistence appropriation:

- a. material is short or lost in shipment, and the value of the loss is \$50 or more per line item,
- b. personal responsibility is evident; personal responsibility includes:
 - (1) negligence,
 - (2) willful misconduct,
 - (3) deliberate unauthorized use, and
 - (4) conditions resulting from deliberate noncompliance with appropriate procedures that protect U.S. Government Property.
- c. there is indication or suspicion of fraud or theft,
- d. requested by the accountable officer, the Commanding Officer or the Commanding Officer's designee, or
- e. the circumstances result in a loss of \$500 (\$1,000 for LHD/CV/CVN) or greater.

3. EXPENDITURE LOG (LOSS WITHOUT SURVEY) (NAVSUP FORM 1334). The NAVSUP Form 1334 may be used to survey lost or damaged food items when culpable responsibility is not involved and when:

- a. material is short or lost in shipment, and the value of the loss is less than \$50 per line item, and
- b. food items are lost as a result of physical deterioration, veterinary sampling, damage in handling, fire, water, or similar circumstances, and the value of the loss is less than \$500 (\$1,000 for LHD/CV/CVN) per line item. When the total loss of several items expended for the same reason (i.e., replenishment evolution, periodic shelf-life review, flood, fire, etc.) exceed \$500 (\$1000 for LHD/CV/CVN, a DD Form 200 will be completed as required.

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Repetitive entries of the same item for the purpose of circumventing maximum dollar limitations will not be allowed.

6001 FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (DD FORM 200) PROCEDURES

1. **GENERAL.** Financial Liability Investigation of Property Losses provide a report for administrative review of the following:

- a. the loss or damage of material,
- b. the cause of the loss or damage,
- c. the responsibility for the loss or damage, and
- d. the recommendation for disposition of the loss or damage.

All surveys will be made at last receipt price.

2. **FINANCIAL LIABILITY OFFICER.** The Financial Liability Officer will be appointed in writing (Figure 6-1) and will usually be a commissioned officer. Individuals who are accountable or responsible will not be appointed as Financial Liability Officers (for example, the Supply Officer or Food Service Officer).

3. **FINANCIAL LIABILITY BOARD.** A Financial Liability Board may be appointed by the Commanding Officer to conduct investigations on Financial Liability Investigations of Property Loss. The Financial Liability Board provides greater surveillance over loss or damage investigations. The Financial Liability Board consists of three or more commissioned officers. If there are not enough officers available to appoint to the board, qualified enlisted members in the grade of E7, E8 or E9, or qualified civilian personnel GS-9 or above may be appointed to the board. Individuals who are accountable or responsible will not be appointed to the Financial Liability Board. A liability board will take the action of the Financial Liability Officer on the Financial Liability Investigation of Property Loss.

4. RESPONSIBILITIES AND DUTIES

a. **Food Service Officer.** The Food Service Officer will prepare a DD Form 200 report for each survey. The following data will be included in block 14 of the DD Form 200:

- (1) condition (describe the physical condition of the material to be surveyed),
- (2) cause (provide a detailed explanation of the circumstances), and
- (3) responsibility (enter the person or activity responsible for the damage or loss; none is not acceptable; if responsibility cannot be determined, give reason why).

b. **Financial Liability Officer or Financial Liability Board.** The Financial Liability Officer or Board will conduct a review of the survey and report the information discovered as a result of the investigation. In the appropriate blocks of the DD Form 200, the Financial Liability Officer or board will report the condition, cause, responsibility, and the specific method of destruction of the surveyed material. When a Naval Investigative Service investigation is involved, a copy of the final report will be forwarded to SUP 51.

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c. Medical/Veterinary Personnel. If the proposed survey is for food considered to be no longer fit for consumption, a medical or veterinary representative must examine the material before it is destroyed and surveyed. A certification of unfitness must accompany or be made in block 9 of any survey of accountable food that is to be destroyed or discarded.

d. Commanding Officer. When a Financial Liability Investigation of Property Loss (DD Form 200) is required as prescribed in para. 6000, the Commanding Officer or the designee will assign the Financial Liability Officer or officers to make the survey. Assignments will be made in accordance with paras. 6001-2 and 3.

5. FINDINGS AND RECOMMENDATIONS. The Financial Liability Officer or Board will record findings of the review and recommendations in block 15a of the DD Form 200. After the findings, the Financial Liability Officer or Board will make recommendations for the disposition of the survey based on a personal evaluation of the findings. If there is not enough room, additional sheets may be attached to the DD Form 200. The Financial Liability Officer or Board will:

a. ensure the finding and recommendations do not contain any unsubstantiated opinions or stereotyped phrases (the Financial Liability Officer's/Board's own words should be used to explain how the loss or damage occurred and to give recommendations), and

b. ensure findings substantiate or refute the statements made in block 15a of the DD Form 200 (findings should be complete enough so others reviewing the report can readily determine responsibility without referring the report back to the Financial Liability Officer/Board for further investigation or information).

6. APPROVAL. After the Financial Liability Officer/Board completes the Financial Liability Investigation of Property Loss, the DD Form 200 will be forwarded to the Commanding Officer or his designee, i.e. the Supply Officer. The Commanding Officer/designee will review the DD Form 200 and ensure the loss or damage is sufficiently explained. The Commanding Officer/designee may approve, modify or disapprove the recommendations of the Financial Liability Officer or Board. If the Commanding Officer/designee does not approve the Financial Liability Officer/Board's recommendations, the Commanding Officer/designee will record the reasons for the action taken. Whether the Financial Liability Officer/Board's recommendations are approved or disapproved, the Commanding Officer's/designee's final action will be recorded in block 14 of the DD Form 200. When personal responsibility is suspected, the approving official's responsibility cannot be delegated to a designee and must remain with the Commanding Officer. NAVSUP P-485 Afloat Supply Procedures paragraph 5125-3 provides a matrix for "Assignment of Roles in the Survey Process."

7. PREPARATION OF THE FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (DD FORM 200)

a. Preparation. The Financial Liability Investigation of Property Loss (DD Form 200) will be used to initiate a survey request. The DD Form 200 will be prepared as follows (Figure 6-2 shows manual form, and figures 6-3 (front) and 6-3a (back side) show the Food Service Management version):

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Data Block and Caption

Instructions for Entry

- | | |
|----------------------------------|--|
| 1. Date Initiated (YYMMDD) | Indicate the date the report is being prepared (i.e., 970131). |
| 2. Inquiry/Investigation Number | Local number assigned. |
| 3. Date Loss Discovered (YYMMDD) | Indicate the date the loss was discovered (i.e., 970128). |
| 4. National Stock No. | 13 digit national stock number of the lost or damaged item. Multiple items may be included when circumstances of loss or damage are related to the same incident. |
| 5. Item Description | Include the food item code with the nomenclature. |
| 6. Quantity | Quantity and unit of issue of the lost or damaged item (i.e., 1 ea., 2 dz., etc.) |
| 7. Unit Cost | Use the last receipt price. |
| 8. Total Cost | Multiply block 6 by block 7 and enter the amount in this block. |
| 9. Circumstances | Check the appropriate block. Provide a complete statement of facts that should include but not be limited to the date and place of the incident. The statement must answer the five basic questions of who, what, when, where and how. Describe the physical condition of the material. Generalized statements citing causes such as spoiled, improper storage, packaging, old age, and handling damage are not acceptable. Include the appropriation/subhead (17_1453.2241) in the lower left corner of block 9. The individual in the best position to know what happened to the food item(s) will sign block 9 in the lower right hand corner. This may be the bulk storeroom custodian, Leading Mess Management Specialist or the Food Service Officer. NOTE: In addition, a certificate of unfitness from the veterinary/medical representative or other qualified food inspector (in accordance with NAVMED P-5010-1) will be prepared as part of or made as an attachment to the Financial Liability Investigation of Property Loss. (Use additional pages as necessary). |

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- | | |
|---|---|
| 10. Actions Taken | Provide corrective actions and describe measures taken to prevent future occurrences. |
| 11. Individual Completing blocks 1-through 10 | The signature will be the immediate supervisor of the individual who signed in block 9. If it was the bulk storeroom custodian, the signature will be the Leading Mess Management Specialist. If it was the Leading Mess Management Specialist, the signature will be the Food Service Officer. If it was the Food Service Officer, then the Supply Officer must sign. |
| 12. Responsible Officer | The signature will be the bulk storeroom custodian, since this person is financially responsible for provisions in food service. This is not an assignment or determination of personal responsibility (culpability). |
| 13. Appointing Official | When the Supply Officer is not also the Food Service Officer or there is no personal responsibility (culpability) involved, then the Supply Officer may be delegated in writing as the appointing official by the Commanding Officer. Otherwise the signatures in blocks 13 and 14 must be the Commanding Officer's. |
| 14. Approving Official | The approving official approves or disapproves the Financial Liability Investigation of Property Loss (DD Form 200). The approving official also makes a determination to relieve all concerned from responsibility, accountability and/or financial liability. The approving official appoints the Financial Liability Officer in writing. When personal responsibility is suspected, the approving official's responsibility cannot be delegated and must remain with the Commanding Officer. If the Commanding Officer is satisfied with the information provided in blocks 9 and 10, then the approving official can sign blocks 13 and 14 at the same time and the survey is approved and ready for posting. If the Commanding Officer is not satisfied, then the approving official can assign a Financial Liability Officer. |
| 15. Financial Liability Officer | This block will only be completed when personal responsibility is evident. |

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- a. Finding and Recommendations

This block will only be completed when personal responsibility is evident. Disposition of food items will be annotated in this block.
- 16. Individual Charged

Complete this block when personal responsibility is evident. If the individual charged refuses to sign this block, the refusal should be noted.
- 17. Accountable Officer

The signature of the individual appointed to maintain stock, property, and financial records (Food Service Officer).

 - a. Document Number

The expenditure number (provided by S-1 division) is assigned and consists of the service designator, UIC, 4 digit Julian date and expenditure number.
 - b. Food items which are surveyed as a result of defects discovered after receipt will also be reported on a Report of Discrepancy (SF 364) or by copy of a Suspected Hazardous Food Item message in accordance with paras. 5300-2 and 5301-3 respectively, providing that the defective condition is not due to mishandling or overages of the item while in custody of the using activity.
- 8. DISTRIBUTION OF THE REPORT OF SURVEY (DD FORM 200)
 - a. Original - Accountability File,
 - b. Copy - Expenditure Invoice File,
 - c. Copy - Survey File,
 - d. Copy - Financial Liability Officer/Board (if appointed)
 - e. Copy - to the issuing supply activity when any of the following conditions exist (all on board copies of the DD Form 200 should be annotated to indicate that a copy has been forwarded to the issuing activity):
 - (1) material is missing in shipment,
 - (2) a shortage of material is received,
 - (3) material received was thawed and refrozen,
 - (4) material is received in a thawed condition and cannot be consumed immediately without adverse affects, or cannot be safely refrozen; and/or
 - (5) material is over age upon receipt.
 - f. Copy - Type Commander
 - g. Copy - SUP 51
 - h. Copies - any additional copies as required by local regulations.

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9. POSTING FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS. The Subsistence Ledger (NAVSUP Form 335) and the Record of Receipts and Expenditures (NAVSUP Form 367) will be posted as each survey occurs.

6002 EXPENDITURE LOG PROCEDURES (LOSS WITHOUT SURVEY) (NAVSUP FORM 1334)

1. PREPARATION OF THE EXPENDITURE LOG (LOSS WITHOUT SURVEY) (NAVSUP FORM 1334)

a. Preparation. The Expenditure Log (NAVSUP Form 1334) will be used to itemize the types of losses described in para. 6000-3 which occur to material held in end use accounts (subsistence appropriation/subhead 17_1453.2241). The original NAVSUP Form 1334 will be maintained in the accountability file (Figure 6-4). The NAVSUP Form 1334 will be reviewed weekly by the Food Service Officer.

<u>b. Data Block and Caption</u>	<u>Instructions for Entry</u>
Activity	Name and mailing address of activity.
UIC	Unit identification code of the activity.
Period	The from and through dates of the accounting period/patrol cycle.
Date	Date the item is being surveyed.
Stock Number	The 13 digit national stock number of the item being surveyed.
Item Name	Nomenclature of the item being surveyed preceded by the food item code.
U/I	Unit of issue.
Qty	Quantity of the item to be surveyed.
Last Receipt Price	Last receipt price of the item being surveyed.
Total Value	Quantity times last receipt price.
Reason for Loss	Reason for the loss.
Food Service Officer	Signature of the Food Service Officer. For automated activities, the Food Service Officer will sign the final report at the end of the accounting period.
Total Money value	Sum of all values at the end of the accounting period/patrol cycle.

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Block to the right of the
total money value block

Enter the document number consisting
of the Julian date of the last day of the
accounting period/patrol cycle, preceded by 9,
and the first food item code.

2. POSTING LOSS WITHOUT SURVEYS. The Subsistence Ledger (NAVSUP Form 335) will be posted as each food item is surveyed and the Record of Receipts and Expenditures (NAVSUP Form 367) will be posted at the end of each accounting period/patrol cycle.

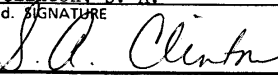

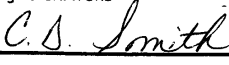
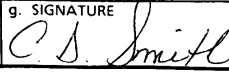
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APPOINTMENT AS FINANCIAL LIABILITY OFFICER

<i>(Command Letterhead)</i>	
	IN REPLY REFER TO: <i>(serial)</i> <i>(date)</i>
From: Commanding Officer	
To: <i>(name, rank, SSN of appointee)</i>	
Subj: APPOINTMENT AS FINANCIAL LIABILITY OFFICER	
Ref: (a) NAVSUP P-486, VOL I, para 6001-2 (b) NAVSUP P-486, VOL I, para 6001-4b (c) NAVSUP P-486, VOL I, para 6001-5	
1. In accordance with reference (a), you are hereby appointed as the Financial Liability Officer. You will familiarize yourself with reference (b), which explains the duties and responsibilities associated with this appointment, and report your findings and recommendations in accordance with reference (c).	
<i>(signed)</i>	
Typed Name of Commanding Officer	

Figure 6-1

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS
MANUAL VERSION (DD FORM 200)

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS					
PRIVACY ACT STATEMENT					
AUTHORITY: 10 USC 136; 10 USC 2775; DoD Instruction 7200.10; EO 9397.		ROUTINE USES: None.			
PRINCIPAL PURPOSE: To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.		DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.			
1. DATE INITIATED (YYMMDD) 980630		2. INQUIRY/INVESTIGATION NUMBER N/A		3. DATE LOSS DISCOVERED (YYMMDD) 980630	
4. NATIONAL STOCK NO. 8905-00-753-6568	5. ITEM DESCRIPTION PORK, LOIN, BONELESS, R51		6. QUANTITY 353.00 LB	7. UNIT COST 2.4371	8. TOTAL COST 860.30
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary) On 10 March reefer compressor #4 went out. Adivision was unable to obtain repair parts until 12 March. There was insufficient room to transfer food items. Reefer doors were kept closed at all times. After the compressor was repaired, medical personnel inspected all food items and determined that 353 pounds of pork loin to be unfit for human consumption. <div style="float: right;"> <input type="checkbox"/> LOST <input checked="" type="checkbox"/> DAMAGED <input type="checkbox"/> DESTROYED </div>					
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) Onboard stocks of reefer repair parts were checked and verified to ensure all required parts are maintained onboard.					
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10					
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL STATION DUARTE V21111 COMMANDING OFFICER NAVAL STATION FPO-AE 28882-1888		b. TYPED NAME (Last, First, Middle Initial) Clinton, S. A. d. SIGNATURE 		c. AUTOVON/DSN NUMBER 564-2292 e. DATE SIGNED 6-30-98	
12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)		REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)			
a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED (X one) <input type="checkbox"/> (1) Yes <input checked="" type="checkbox"/> (2) No		b. COMMENTS/RECOMMENDATIONS 			
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL STATION DUARTE V21111 COMMANDING OFFICER NAVAL STATION DUARTE		d. TYPED NAME (Last, First, Middle Initial) Washington, B. B. f. SIGNATURE 		e. AUTOVON/DSN NUMBER 564-2292 g. DATE SIGNED 6-30-98	
13. APPOINTING AUTHORITY					
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove		b. COMMENTS/RATIONALE 		c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL STATION DUARTE V21111 COMMANDING OFFICER NAVAL STATION DUARTE		e. TYPED NAME (Last, First, Middle Initial) Smith, C. D. g. SIGNATURE 		f. AUTOVON/DSN NUMBER 564-2290 h. DATE SIGNED 6-30-98	
14. APPROVING AUTHORITY					
a. ACTION (X one) <input type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove		b. COMMENTS/RATIONALE I informed the chief engineer and the supply officer to ensure that all repair parts were onboard for any future repairs.		c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL STATION DUARTE V21111 COMMANDING OFFICER NAVAL STATION DUARTE FPO-AE 28882-1888		e. TYPED NAME (Last, First, Middle Initial) Smith, C. D. g. SIGNATURE 		f. AUTOVON/DSN NUMBER 564-2290 h. DATE SIGNED 6-30-98	

DD Form 200, FEB 91

Previous editions are obsolete.

S/N 0102-LF-011-91C

Figure 6-2

**FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS
FOOD SERVICE MANAGEMENT VERSION (DD FORM 200) (FRONT SIDE)**

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS					
PRIVACY ACT STATEMENT					
AUTHORITY: 10 USC 136; 10 USC 2775; DoD Instruction 7200.10; EO 9397.		ROUTINE USES: None.			
PRINCIPAL PURPOSE: To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.		DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.			
1. DATE INITIATED (YYMMDD) 980630		2. INQUIRY/INVESTIGATION NUMBER N/A		3. DATE LOSS DISCOVERED (YYMMDD) 980630	
4. NATIONAL STOCK NO. 8905-00-753-6568	5. ITEM DESCRIPTION PORK, LOIN, BONELESS, R51	6. QUANTITY 353.00 LB	7. UNIT COST 2.4371	8. TOTAL COST 860.30	
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary) On 10 March reefer compressor #4 went out. Adivision was unable to obtain repair parts until 12 March. There was insufficient room to transfer food items. Reefer doors were kept closed at all times. After the compressor was repaired, medical personnel inspected all food items and determined that 353 pounds of pork loin to be unfit for human consumption. <div style="float: right; text-align: right;"> <input type="checkbox"/> LOST <input checked="" type="checkbox"/> DAMAGED <input type="checkbox"/> DESTROYED </div>					
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) Onboard stocks of reefer repair parts were checked and verified to ensure all required parts are maintained onboard.					
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10					
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL STATION DUARTE V21111 COMMANDING OFFICER NAVAL STATION FPO-AE 28882-1888		b. TYPED NAME (Last, First, Middle Initial) Clinton, S. A. d. SIGNATURE 		c. AUTOVON/DSN NUMBER 564-2292 e. DATE SIGNED 6-30-98	
12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)		a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED (X one) <input type="checkbox"/> (1) Yes <input checked="" type="checkbox"/> (2) No			
b. COMMENTS/RECOMMENDATIONS 		c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL STATION DUARTE V21111 COMMANDING OFFICER NAVAL STATION DUARTE			
d. TYPED NAME (Last, First, Middle Initial) Washington, B. B. f. SIGNATURE 		e. AUTOVON/DSN NUMBER 564-2292 g. DATE SIGNED 6-30-98			
13. APPOINTING AUTHORITY					
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove		b. COMMENTS/RATIONALE 		c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL STATION DUARTE V21111 COMMANDING OFFICER NAVAL STATION DUARTE		e. TYPED NAME (Last, First, Middle Initial) Smith, C. D. g. SIGNATURE 		f. AUTOVON/DSN NUMBER 564-2290 h. DATE SIGNED 6-30-98	
14. APPROVING AUTHORITY					
a. ACTION (X one) <input type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove		b. COMMENTS/RATIONALE I informed the chief engineer and the supply officer to ensure that all repair parts were onboard for any future repairs.		c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL STATION DUARTE V21111 COMMANDING OFFICER NAVAL STATION DUARTE FPO-AE 28882-1888		e. TYPED NAME (Last, First, Middle Initial) Smith, C. D. g. SIGNATURE 		f. AUTOVON/DSN NUMBER 564-2290 h. DATE SIGNED 6-30-98	
DD Form 200, FEB 91 Previous editions are obsolete. S/N 0102-LF-011-91C					

Figure 6-3

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FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS
FOOD SERVICE MANAGEMENT VERSION (DD FORM 200) (BACK SIDE)

15. FINANCIAL LIABILITY OFFICER			
a. FINDINGS AND RECOMMENDATIONS (Attach additional pages as necessary)			
b. DOLLAR AMOUNT OF LOSS		c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
e. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL STATION DUARTE V21111 COMMANDING OFFICER NAVAL STATION DUARTE FPO-AE 28882-1888		f. TYPED NAME (Last, First, Middle Initial) Harvey, L. T.	g. AUTOVON/DSN NUMBER 564-2297
		h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY (YYMMDD)	i. DATE APPOINTED (YYMMDD)
		j. SIGNATURE <i>L. T. Harvey</i>	k. DATE SIGNED 6-30-98
16. INDIVIDUAL CHARGED			
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND (X one)			
(1) Submit the attached statement of objection. (2) Do not intend to make such a statement.			
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.			
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		d. TYPED NAME (Last, First, Middle Initial)	e. SOCIAL SECURITY NUMBER
f. AUTOVON/DSN NUMBER		g. SIGNATURE	h. DATE SIGNED
17. ACCOUNTABLE OFFICER			
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD 0 V2111181810001			
b. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL STATION DUARTE V21111 COMMANDING OFFICER NAVAL STATION DUARTE FPO-AE 28882-1888		c. TYPED NAME (Last, First, Middle Initial) Ellis, W. B.	d. AUTOVON/DSN NUMBER 564-2290
		e. SIGNATURE <i>W. B. Ellis</i>	f. DATE SIGNED 6-30-98

1 200 (Back), FEB 91

Figure 6-3A

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PREPARATION OF THE EXPENDITURE LOG (LOSS WITHOUT SURVEY) (NAVSUP FORM 1334)

F82353201 TIME: 15:17		*** NAVSUP FORM 1334 ***		DATE: 07 JUL98 PAGE				
EXPENDITURE LOG (4442) (Loss without Survey) NAVSUP FORM 1334 (REV. 7-73)		ACTIVITY (Name and Mailing Address) COMMANDING OFFICER USS DUARTE (DDG 90) FPO-AE 28882-1888		U.I.C. V21111	PERIOD April 1, 1998 THROUGH June 30, 1998			
DATE	STOCK NUMBER	ITEM NAME	U/I	QTY	LAST RECEIPT PRICE	TOTAL VALUE	REASON FOR LOSS	FOOD SERVICE OFFICER (Signature)
06/02/98	8920-00-125-9441	G20, SPAGHETTI, 10 BX	LB	10.00	0.5064	5.06	BAG RIPPED	APPROVED
06/18/98	8910-01-361-5696	U93, MILK, LOWFAT, 1%	GL	5.00	2.2200	11.10	SOUR MILK	APPROVED
06/30/98	8905-00-782-3190	Q95, FRANKFURTERS, 1-2 LB	LB	20.00	1.3900	27.80	SPOILED	APPROVED
06/30/98	8915-01-088-8749	V03, APPLES, EATING, RED, SWEET	LB	10.00	0.5900	5.90	SPOILED	APPROVED

Food items are extended at last receipt price

Automated activities, the Food Service Officer will sign the final report at the end of the accounting

Document number consists of the Julian date of the last day of the accounting period, followed by 9 and the first food item code

I CERTIFY THE FOREGOING TO BE A TRUE STATEMENT OF LOSS WITHOUT SURVEY.		TOTAL MONEY VALUE: 49.86		EXPENDITURE NO: 81819G20	
W. B. ELLIS, LTJG, FOOD SERVICE OFFICER <i>W.B. Ellis LTJG</i>					
S/N 0108-LF-505-0601		A-6501			
RECORD COUNT = 4		***** END OF REPORT *****			

Figure 6-4

PART B: ISSUES TO THE GENERAL MESS

6100 GENERAL

Strict accountability must be exercised over food items at all times to minimize waste, and to ensure that items are used for the express purpose intended. Unused food items, (unopened cans and cartons) will be returned daily to the issue storeroom.

6101 ISSUE DOCUMENT PREPARATION

1. AT TIME OF REQUEST. The Food-Item Request/Issue Document (NAVSUP Form 1282) (Figure 6-5) will be used to request and record issues/returns of food items from the bulk storeroom to/from the general mess galley. The Food Service Officer will establish controls to ensure that each document issued is accounted for. At the time of request, the NAVSUP Form 1282 will be prepared as follows:

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Document No.	Assigned using a unique, sequential numbering system. This number is assigned automatically by Food Service Management.
Requisitioned by	Signature, rate and title of watch captain or supervisor of the appropriate food preparation work space.
Date for consumption	Actual date food items are prepared and consumed. This date is assigned automatically by Food Service Management.
Food Code	Food item code of each item requested taken from NAVSUPNOTE 7330 series (Fixed Price List). Ensure all food items requested are listed in Food Item Code sequence. These Food Item Codes are assigned and listed automatically by Food Service Management.
Description of Material	Description of each food item requested taken from NAVSUPNOTE 7330 series (Fixed Price List). This is automatically completed by Food Service Management.
Quantity Requested	Actual quantity required of each food item to support the menu items on the Food Preparation Worksheet (NAVSUP Form 1090). Food Service Management automatically enters the data for this field.

2. AT TIME OF APPROVAL. After initial preparation of the NAVSUP Form 1282, the senior mess management specialist on duty will review the form to ensure the food items requested support the quantity of the menu items on the Food Preparation Worksheet (NAVSUP Form 1090) and that all food items requested are listed in Food Item Code order. He/she will then

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sign the "Approved block" with rate and title and forward the document to the bulk storeroom custodian for issue.

3. AT TIME OF ISSUE. The bulk storeroom custodian will issue the items requested and deliver the items to the watch captain or supervisor of the appropriate food preparation work space. At the time of issue, the bulk storeroom custodian will complete the following blocks on the NAVSUP Form 1282:

Data Block and Caption

Instructions for Entry

Quantity Issued

The quantity actually issued to the watch captain or supervisor of the food preparation work space.

Issued by

The signature, rate and title of the bulk storeroom custodian.

Date

Date food items were issued.

Received by

The signature, rate and title of the watch captain or supervisor of the food preparation work space.

Date

Date food items were received.

The bulk storeroom custodian will maintain the NAVSUP Form 1282 until the end of the day. Unprepared food items remaining in the galley after completion of the days meal periods, in which the items were intended for use, will be returned to the bulk storeroom custodian on a daily basis. At the time food items are returned, the bulk storeroom custodian will annotate the NAVSUP Form 1282 as follows:

Data Block and Caption

Instructions for Entry

Quantity Returned

The quantity actually returned to the bulk storeroom custodian.

Quantity Net

The difference between the Quantity Issued and the Quantity Returned. If no food items were returned, the Net Quantity equals the Quantity Issued.

Returned by

The signature, rate and title of the watch captain or supervisor of the food preparation work space that returned the food

.Date

Date food items were returned.

Received by

The signature, rate and title of the bulk storeroom custodian receiving the returned food items.

Date

Date food items were received.

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The morning following the date of issue, the bulk storeroom custodian will forward the NAVSUP Form 1282 to the recordskeeper, who will post the issues to the Subsistence Ledgers (NAVSUP Form 335) and the General Mess Control Record (NAVSUP Form 338).

4. RECORDSKEEPER ENTRIES ON THE NAVSUP FORM 1282. Once the recordskeeper receives the NAVSUP Form 1282 from the bulk storeroom custodian, he/she will post the quantity of the issues to the Subsistence Ledger (NAVSUP Form 335) and the total dollar value of the issues to the General Mess Control Record (NAVSUP Form 338). The NAVSUP Form 1282 will be completed as follows:

Data Block and Caption

Instructions for Entry

Unit Price

The fixed price of the food item issued as taken from the current NAVSUPNOTE 7330 series (Fixed Price List). If there is no fixed price established for an item, the last receipt price will be used. This will be entered automatically by Food Service Management.

Value

Net Quantity times Unit Price. This will be entered automatically by Food Service Management.

Sheet Total

The sum of all values on the sheet. This will be entered automatically by Food Service Management.

Sub Total

The sum of the sheet total plus any additional sheets. This will be entered automatically by Food Service Management.

Bakery Products

Total dollar value of all galley produced bakery products sold from the general mess. This value will be on the last page of the daily issue documents. This will be entered automatically by Food Service Management.

Grand Total

The sub total on the last page of the daily issue sheets minus the dollar value of galley produced bakery products. This will be entered automatically by Food Service Management.

5. FOOD SERVICE OFFICER CERTIFICATION. The Food Service Officer will review each document and will investigate any apparent discrepancy. Particular attention will be placed on insuring that:

- a. each serially numbered original has been received,
- b. all items on the issue documents were required to prepare the menu,
- c. quantities issued were not in excess of requirements, and
- d. each document is properly completed in its entirety.

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Upon completion of this review, the Food Service Officer will annotate the NAVSUP Form 1282 as follows:

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Certification	Insert total number of issue documents in first blank and "General Mess" in the second blank.
Signature/Date	Certification signature/date is only required on the last issue document that shows the grand total dollar value of issues. For automated activities, the Breakout Document Recapitulation, which will contain the Food Service Officer's certification signature, must be printed and attached to the pre-daily NS 1282.

6. DOCUMENT DISTRIBUTION. After the NS 1282 has been smoothed and certified by the Food Service Officer, all pre-dailies will be retained for the current plus two previous quarters.

7. DAILY SUMMARY OF ISSUES TO THE GENERAL MESS. When numerous issue documents are prepared daily to report multiple issues of the same item, efficiency in operations can be improved and administrative effort reduced in posting the stock records by preparing a daily recap of food items issued to the galley. If used, the recaps may be made on either a NAVSUP Form 1282 or NAVSUP Form 1059. The recap document will summarize entries from accountable breakout documents covering issues to various work centers of the general mess. When prices are extended, such recaps will serve as the single source document for posting to NAVSUP Form 335 and NAVSUP Form 338. This recap document may also be used for the required Food Service Officer certification in lieu of certifying individual issue documents. The recap document will not replace individual breakout documents for accountability purposes, but will assist Food Service Officers in their daily operations. Breakout documents will be maintained in the accountability file with the recap as a covering summary form. Action must be taken to ensure that the recap document agrees with total entries on individual forms.

8. EMERGENCY BREAKOUT PROCEDURES. Written local procedures will be developed.

6102 POSTING THE SUBSISTENCE LEDGER (NAVSUP FORM 335)

The quantity of issues for each food item as listed on the issue documents are posted daily to the NAVSUP Form 335 as follows (Figure 6-6):

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Mo. & Day	Month and day the food item was issued for consumption. This will be completed automatically by Food Service Management upon posting the NS 1282.

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Issued	Quantity of the food item that was issued. This will be completed automatically by Food Service Management upon posting the NS 1282.
Cum Total	The sum of the quantity was issued plus the previous cumulative total. This will be completed automatically by Food Service Management upon posting the NS 1282.
On Hand	Enter the difference between the quantity being issued from the previous "On Hand" balance. This will be completed automatically by Food Service Management upon posting the NS 1282.

6103 POSTING THE GENERAL MESS CONTROL RECORD (NAVSUP FORM 338)

1. POSTING DOLLAR VALUE OF DAILY ISSUES. The total dollar value of food items issued for each day are posted daily to the NAVSUP Form 338 as follows (Figure 6-7):

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
(1) Day of Mo.	Enter the appropriate day of the month. Completed automatically by Food Service Management.
(16) Daily	Enter the grand total dollar value of issues as indicated on the daily NAVSUP Form 1282 (ensure galley produced bakery products have been subtracted from the food cost total). Completed automatically by Food Service Management.
(17) Cumulative Total	Column (16) plus the previous days column (17). Completed automatically by Food Service Management.
(18) One Ration	Column (16) divided by column (12). Completed automatically by Food Service Management.

2. DETERMINING OVER/UNDER ISSUES. Food Service Officers are required to maintain the general mess within the allowed monetary allowance. To determine the over/under issue status of the general mess, the following entries on the NAVSUP Form 338 will be made:

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
(19) Over/Under Issue	Column (15) minus column (17). Completed automatically by Food Service Management.

When the figure in column (15) is greater, an under issue condition exists and the difference is posted in blue or black ink as a (+) in column (19). When the figure in column

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(17) is greater, an over issue condition exists and the difference is posted in column (19) preceded by a minus sign.

3. USE AND RESPONSIBILITIES

a. Food Service Officer. The Food Service Officer will log on Food Service Management weekly at a minimum and check the NAVSUP Form 338 to:

- (1) ensure that the general mess is operating within the authorized allowance;
- (2) ensure that posting is accomplished daily. When over issue exists immediate action will be taken to determine the cause and to eliminate the over issue by a corresponding under issue; and
- (3) compare total food cost on the NAVSUP Form 338 for the quarter and the stores consumed figure on the NAVSUP Form 1358 weekly. Variation of more than 2% warrants further review.

b. Leading Mess Management Specialist. The Leading Mess Management Specialist will use the data available on the NAVSUP Form 338 for menu planning and for menu revision and adjustment in accordance with the following items:

- (1) determine the current financial status of the general mess before preparing a menu, especially when planning to use high cost menu items;
- (2) compare the "Daily (14)" column entries with the "Daily (16)" column entries as a check of the actual cost each day with the authorized cost for the same day; and
- (3) relate the actual cost shown in the "One Ration (18)" column to the daily menus to determine the relatively high and low cost menus and use that information in planning future menus and to adjust menus which have resulted in excessively high costs.

6104 QUARTERLY SUMMARY OF ISSUES TO THE GENERAL MESS

At the end of the accounting period, a summary of issues to the general mess will be prepared on the current Fixed Price List, NAVSUPNOTE 7330, which is promulgated on a quarterly basis. This is accomplished once each Subsistence Ledger has been properly closed. The cumulative total of issues as reported on each NAVSUP Form 335 is transcribed on the Fixed Price List and extended at the fixed price listed. If no fixed price is listed, the last receipt price will be used. When, as a result of an inventory adjustment, a credit issue occurs, the quantity and value will be posted as a minus entry (see para. 7103-1c(2)c). Credit issues totaling in excess of 1% of the stores consumed should be investigated. See para. 7202 for proper procedures to prepare the summary of issues to the general mess.

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ISSUES TO THE GENERAL MESS (NAVSUP FORM 1282)

F83142001		TIME: 18:13		DATE: 07 JUL98						
NAVSUP FORM 1282 POSTDAILY BREAKOUT DOCUMENT				CONTROL NO. 8180-1-3-01-01 GENERAL/BRANCH MESS CODE 0						
ACTIVITY GENERAL MESS		GALLEY (FORE)		UIC V21111						
MAIN LINE				REPORT GENERATED ON 01 JUL98 18:13						
REQUISITIONED BY (SIGNATURE, RATE AND TITLE)		DATE FOR CONSUMPTION		APPROVED BY (SIGNATURE, RATE AND TITLE)						
<i>J.B. Martin ms2</i>		06/29/98		<i>Sa. Clinton msc</i>						
FOOD CODE	NSN	NOMENCLATURE	U/I	QUANTITY REQUESTED	QUANTITY ISSUED	QUANTITY RETURNED	TOTAL QUANTITY	UNIT PRICE	VALUE	QUANTITY ON-HAND
SEMI-PERISHABLE (DRY)										
C29	8915001491571	GARLIC, DEHYDRATED, 12 OZ	JR	1	1.00		1.00	1.7400	1.74	17.00
C32	8915005841647	JUICE, APPLE, #3 CYL	CN	4	3.00		3.00	1.4500	4.35	12.00
C38	8915002811809	JUICE, GRAPE, #3 CYL	CN	4	3.00		3.00	1.4500	4.35	12.00
C52	8915002412800	JUICE, ORANGE, #3 CYL	CN	4	3.00		3.00	1.5300	4.59	13.00
C58	8915006342439	JUICE, PINEAPPLE, #3 CYL	CN	4	3.00	1.00	2.00	1.3700	2.74	36.00
C73	8915009356629	MUSHROOMS, JUMBO SIZE	CN	1	1.00		1.00	2.7500	2.75	13.00
# D85	8915013734978	TOMATOES, DICED, # 10	CN	0	3.00	1.00	2.00	2.7100	5.42	37.00
G10	8920012506557	RICE, PARBOILED, 10 LB, LNG GRAIN, TP 2	BG	3	10.00		10.00	3.9100	39.10	120.00
G22	8920001606165	STARCH, CORN, 1 LB	LB	0	1.00		1.00	0.5700	0.57	31.00
J53	8935002346217	SOUP AND GRAVY BASE, BEEF, #2 1/2	CN	0	1.00		1.00	1.8700	1.87	13.00
K91	8945006160081	SALAD OIL, 1 GAL	CN	0	1.00		1.00	5.5200	5.52	3.00
M06	8950001256333	BAKING POWDER, 12 OR 14 OZ	CN	0	1.00		1.00	2.0300	2.03	25.00
N87	8950010796943	SALT, TABLE, 5 LB	BG	0	1.00		1.00	1.0200	1.02	22.00
P05	8950006165483	THYME, GROUND, 1-2 OZ.	JR	0	1.00		1.00	0.9400	0.94	22.00
P07	8950010793978	VINEGAR, CIDER, 32 OZ	BT	1	1.00		1.00	0.8500	0.85	25.00
ISSUED BY (SIGNATURE, RANK AND TITLE)				DATE		WORKCENTER TOTAL				
<i>B.B. Washington ms2</i>				6-28-98				\$77.84		
RECEIVED BY (SIGNATURE)				DATE						
<i>J.B. Martin ms2</i>				6-28-98						
RETURNED BY (SIGNATURE)				DATE						
<i>J.B. Martin ms2</i>				6-29-98						
RECEIVED BY (SIGNATURE)				DATE						
<i>B.B. Washington ms2</i>				6-29-98						
								Extended at Fixed price		

Figure 6-5

NAVSUP P-486 Volume I - Food Service Management

POSTING A GENERAL MESS ISSUE TO THE SUBSISTENCE LEDGER (NAVSUP FORM 335)

F82720001 TIME: 13:1
USS DUARTE (DDG 90) (V21111)
NAVSUP FORM 335 (Rev. 2-78)
S/N 0108-LF-500-3350

*** SUBSISTENCE LEDGER (NAVSUP FORM 335) ***

SUBSISTENCE LEDGER (4442)

HIGH LIMIT: 19		1998		RECEIPTS		EXPENDITURES		ON HAND		19	
LOW LIMIT: 9		MO.	DAY			GENERAL MESS	TOTAL	OTHER		MO.	DAY
UNIT OF ISSUE: BT						ISSUED	CUM.				
1998		04	01	BBF					6.00		
		04	01		12.00				18.00		
MO. & DAY	*FIXED PRICE	04	01			1.00	1.00		17.00		
		04	06			2.00	3.00		15.00		
1998		04	06			1.00	4.00		14.00		
MO. & DAY	*FIXED PRICE	04	09			1.00	5.00		13.00		
BF	1.2745	04	12			1.00	6.00		12.00		
04/01	1.350	04	16			1.00	7.00		11.00		
05/14	1.255	05	11			1.00	8.00		10.00		
06/16	1.2660	05	13			1.00	9.00		9.00		
		05	14		12.00				21.00		
		05	16			1.00	10.00		20.00		
		05	21			1.00	11.00		19.00		
		05	25			1.00	12.00		18.00		
		06	01			1.00	13.00		17.00		
		06	08			1.00	14.00		16.00		
		06	11			2.00	16.00		14.00		
		06	16		12.00				26.00		
		06	17			1.00	17.00		25.00		
		06	29			1.00	18.00		24.00		

Use to extend issues to General Mess.
CODES: 1 - 9 = BRANCH MESS CODE
LW = LOSS WITHOUT SUPPLY

Use to extend inventory to price sales
OF REPORT

NAVSUP FORM 335)

Quantity issued to the General Mess

F83142001 TIME: 18:13 DATE: 07 JUL 98

NAVSUP FORM 1282 POSTDAILY BREAKOUT DOCUMENT CONTROL NO. 8180-1-3-0-01 GENERAL BRANCH MESS CODE 0

ACTIVITY GENERAL MESS GALLEY (FORE) UIC V21111 REPORT GENERATED ON 01 JUL 98 18:13

REQUISITIONED BY (SIGNATURE, RATE AND TITLE) DATE FOR CONSUMPTION 06/29/98 APPROVED BY (SIGNATURE, RATE AND TITLE)

J.B. Martin msr *J.A. Clinton msr*

FOOD CODE	NSN	NOMENCLATURE	U/I	QUANTITY REQUESTED	QUANTITY ISSUED	QUANTITY RETURNED	TOTAL QUANTITY	UNIT PRICE	VALUE	QUANTITY ON-HAND
SEMI-PERISHABLE (DRY)										
C29	8915001491571	GARLIC, DEHYDRATED, 12 OZ	JR	1	1.00		1.00	1.7400	1.74	17.00
C32	8915005841647	JUICE, APPLE, #3 CYL	CN	4	3.00		3.00	1.4500	4.35	12.00
C38	8915002811809	JUICE, GRAPE, #3 CYL	CN	4	3.00		3.00	1.4500	4.35	12.00
C52	8915002412800	JUICE, ORANGE, #3 CYL	CN	4	3.00		3.00	1.5300	4.59	13.00
C58	8915006342439	JUICE, PINEAPPLE, #3 CYL	CN	4	3.00	1.00	2.00	1.3700	2.74	36.00
C73	8915009356629	MUSHROOMS, JUMBO SIZE	CN	1	1.00		1.00	2.7500	2.75	13.00
# D85	8915013734978	TOMATOES, DICED, # 10	CN	0	3.00	1.00	2.00	2.7100	5.42	37.00
G10	8920012506557	RICE, PARBOILED, 10 LB, LONG GRAIN, TP 2	BG	3	10.00		3.00	3.9100	39.10	120.00
G22	8920012506557	STARCH, CORN, 1 LB	LB	0	1.00		1.00	0.5700	0.57	31.00
J53	8935002346217	SOUP AND SAUCE, BEEF, #2 1/2	CN	0	1.00		1.00	1.8700	1.87	13.00
K91	8945006160081	SAFAD OIL, 1 GAL	CN	0	1.00		1.00	5.5200	5.52	3.00
M06	8950001256333	BAKING POWDER, 12 OR 14 OZ	CN	0	1.00		1.00	2.0300	2.03	25.00
N87	8950010796943	SALT, TABLE, 5 LB	BG	0	1.00		1.00	1.0200	1.02	22.00
P05	8950006165483	THYME, GROUND, 1-2 OZ.	JR	0	1.00		1.00	0.9400	0.94	22.00
P07	8950010793978	VINEGAR, CIDER, 32 OZ	BT	1	1.00		1.00	0.8500	0.85	25.00

ISSUED BY (SIGNATURE, RANK AND TITLE) DATE 6-28-98 WORKCENTER TOTAL \$77.84

B.D. Washington msr

RECEIVED BY (SIGNATURE) DATE 6-28-98

J.B. Martin msr

RETURNED BY (SIGNATURE) DATE 6-29-98

J.B. Martin msr

RECEIVED BY (SIGNATURE) DATE 6-29-98

B.D. Washington msr

NAVSUP FORM 1282

Figure 6-6

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POSTING THE DAILY ISSUES TO THE GENERAL MESS (NAVSUP FORM 1282) TO THE GENERAL MESS CONTROL RECORD (NAVSUP FORM 338)

F83152001 TIME: 14:08 *** BREAKOUT DOCUMENT RECAPITULATION *** DATE: 05JUL98 PAGE: 1

DATE: 06/29/98

GENERAL/BRANCH MESS	MAIN LINE	SPEED LINE	PICNIC MEAL	EMERGENCY	MESS SUBTOTAL	GALLEY PRODUCED BAKERY PRODUCTS	GRAND TOTAL	SPECIAL MEAL
GENERAL MESS	\$ 309.73				\$ 309.73		\$ 309.73	
GENERAL AND BRANCH MESS TOTAL	\$ 309.73						\$ 309.73	

I CERTIFY THAT THIS DOCUMENT IS A TRUE STATEMENT OF ISSUES TO THE GENERAL MESS.

SIGNATURE W.B. Ellis DATE 30 Jun 98

NAVSUP FORM 1282 ***** END OF REPORT *****

NAVSUP 1282 Recapitulation Is
Used For Total Daily Food Cost

F841200 1 TIME: 14:20 **NAVSUP FORM 338** ** GENERAL MESS CONTROL RECORD (NAVSUP FORM 338) **

GENERAL MESS CONTROL RECORD (4061)
NAVSUP FORM 338 (REV. 11-84)

BDFA 5.38 SUPPLEMENTAL/SPECIAL ALLOWANCES 0.81 0.40 + 0.00 FOR THE PERIOD 1

FROM (Name of Ship or Station) USS DUARTE (DDG 90) COMMANDING OFFICER USS DUARTE (DDG 90) FPO-AE UIC V21111

DAY OF MO (1)	MEALS SOLD FOR CASH					MEALS FED - RATIONS IN KIND					RATION CREDIT RIK/CASH SALES		MONETARY ALLOWANCE		FOOD DAILY (16)
	B 20% (2)	L 40% (3)	D 40% (4)	N 20/40% (5)	DAILY (6)	B 20% (7)	L 40% (8)	D 40% (9)	N 20/40% (10)	DAILY (11)	DAILY (12)	CUMULATIVE TOTAL (13)	DAILY (14)	CUMULATIVE TOTAL (15)	
BF JUN												7129		42337.07	
AR 15	13	27	4	0	15.00	58	146	119	0	117.60	133	7262	768.74	4105.81	749.86
AR 16	12	30	4	0	16.00	49	168	134	0	130.60	147	7409	849.66	4355.47	656.62
AR 17	12	22	7	0	14.00	47	167	129	0	127.80	142	7551	820.76	4416.23	759.35
AR 18	10	17	1	0	9.20	46	220	75	0	127.20	136	7687	786.08	4554.31	694.81
AQ 19	6	10	0	0	5.20	29	134	66	0	85.80	91	7778	563.29	46125.60	336.73
BQ 20	0	29	0	0	13.05	0	74	0	52	54.10	67	7845	414.73	46540.33	169.32
BQ 21	0	30	0	1	13.90	0	67	0	49	49.75	64	7909	396.16	46936.49	197.77
AR 22	8	29	2	0	14.00	50	164	111	0	120.00	134	8043	774.52	47711.01	608.60
AR 23	11	23	2	0	12.20	82	101	115	0	102.80	115	8158	664.70	48375.71	498.91
AR 24	11	25	2	0	13.00	69	104	102	0	96.20	109	8267	630.02	49005.73	1287.33
AR 25	15	38	1	0	18.60	74	106	123	0	106.40	125	8392	722.50	49728.23	635.89
AR 26	7	23	2	0	11.40	37	130	75	0	89.40	101	8493	583.78	50312.01	1112.55
BQ 27	0	4	0	1	2.20	0	74	0	65	59.30	62	8555	383.78	50695.79	387.34
BQ 28	0	10	0	0	4.50	0	80	0	71	64.40	69	8624	427.11	51122.90	368.42
AR 29	10	30	0	0	14.00	70	118	121	0	109.60	124	8748	716.72	51839.62	309.73
TOTALS												8748		51839.62	

COMMENTS
RATION CREDIT FORMULA 20%40%40%
RATION CREDIT FORMULA 45%55%
ALLOWANCE 1 - 90

Figure 6-7

PART C: TRANSFERS

6200 TYPES OF TRANSFERS

1. GENERAL. There are two types of transfers. A transfer without reimbursement and a transfer with reimbursement. A transfer without reimbursement means the subsistence account has already bought the food and there will be no additional obligation to the subsistence appropriation when the food is transferred. A transfer with reimbursement means there will be a reimbursement to the subsistence appropriation for the food that is being transferred.

2. TRANSFERS WITHOUT REIMBURSEMENT. When regularly established supply channels are not available, a request for transfer, vice sale, of food items from one Navy general mess (end user) to another Navy general mess may occur.

3. TRANSFERS WITH REIMBURSEMENT. Transfer of food items to activities that do not utilize the Navy subsistence appropriation, that is, activities that are not Navy general messes using the subsistence appropriation are treated as transfers with reimbursement. This type of transfer will normally be a transfer, in the form of returned food items, from a general mess (end user) to a direct supply support point, or Navy Stock Fund activities including CLF ships (AFS, AOE, AOR, etc.). A transfer with reimbursement means that the subsistence appropriation has already purchased the food that is now being transferred to an activity that uses another appropriation. Transfers with reimbursement should not be confused with sales of bulk food items. Sales of food items will be processed in accordance with para. 6300 through 6309. Transfers with reimbursement to other than DLA or Navy Stock Fund activities should be treated as a sale in accordance with para. 6307, unless otherwise approved in advance by SUP 51. Phone call approvals are acceptable. The dollar value of transfers with reimbursement will be reported under the "Expenditure" section on the quarterly General Mess Operating Statement, NAVSUP Form 1358.

6201 TRANSFER DOCUMENT USED

1. GENERAL. The form used for transferring food items with or without reimbursement is the Requisition and Invoice/Shipping Document (DD Form 1149)

6202 DOCUMENT PREPARATION AND DISTRIBUTION FOR TRANSFER WITHOUT REIMBURSEMENT

1. REQUISITION AND INVOICE/SHIPPING DOCUMENT (DD FORM 1149)

a. Requesting Activity. The Food Services Officer will submit a memo (including UIC and activity name) to the issuing activity.

b. Issuing Activity. Upon receipt of the DD Form 1149, the Food Service Officer of the Issuing activity reviews the on hand stock levels of the requested food items. If a determination is made that the quantities of the food items can be spared, the Food Service Officer prepares the DD Form 1149 in accordance with para 4201, makes the following additional entries and forwards the document to the bulk storeroom custodian (Figure 6-8):

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Data Block and Caption

Instruction for Entry

b-i

Enter "Approved for Transfer" with transferring Food Service Officer's signature.

Upon receipt of the approved transfer document, the bulk storeroom custodian makes the issue to the receipt inspector of the requesting activity and annotates the DD Form 1149 as follows:

Data Block and Caption

Instruction for Entry

b-i

Enter "Issued by" with bulk storeroom custodian signature and date.

c. Receiving Activity. The receipt inspector of the requesting activity counts the food items being transferred and annotates the DD Form 1149 as follows:

Data Block and Caption

Instruction for Entry

b-i

Enter "Received by" with receipt inspector signature and date.

d. Distribution

(1) Issuing Activity

(a) Original - To requesting activity

(b) Copy - with requesting activity's receipt inspectors signature in the accountability file

(2) Requesting Activity.

(a) Original - Accountability File

6203 DOCUMENT PREPARATION AND DISTRIBUTION FOR TRANSFERS WITH REIMBURSEMENT

1. GENERAL. Transfers of food items that are being turned into stores (DLA or Navy Stock Fund activities) will be transfers with reimbursement. Any transfer of food items to a non DLA or Navy Stock Fund activity will be handled as a bulk sale in accordance with paras. 6306 and 6307. Situations that preclude reimbursement to the subsistence appropriation by the general mess (end user) at the time of transfer, will require prior approval from SUP 51. This approval may be by way of a phone call.

6204 TRANSFER OF LESS THAN FULL CASES (SUBMARINES AND SMALL CRAFT)

1. GENERAL. Food items, other than boneless meats, may be expended in less than full cases to submarines and small craft that do not have adequate storage facilities. Transfers will normally be handled in accordance with para. 6201. Transferring activities operating under the manual recordskeeping method may document frequent expenditures of small quantities by the use of a NAVSUP Form 1282 for each delivery. At the end of the month or on departure of the ship supported, a monthly recap of transfers will be prepared and price

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extended at last receipt price. This recap may be prepared on a NAVSUP Form 1059. An invoice, DD Form 1149, for money value only will be prepared for the total value of items expended. The original and one copy of the money value only invoice and copies of the documents showing the recap of transfers will be furnished to the receiving ship.

6205 CASE WEIGHT DETERMINATION AND USE OF AVERAGE WEIGHTS, PERISHABLE BOXED MEATS AND CHEESE

1. **GENERAL.** Delay in the loading, discharging and inventory of boxed meats and cheese is decreased by handling these items on an average weight basis. These procedures are primarily for the guidance of activities that may find it practical to inventory and to expend perishable boxed meats and cheese by average weight.
2. **AVERAGE WEIGHT DETERMINATION.** An equitable system for handling boxed meats and cheese on an average net case weight basis depends upon careful separation of stock into lots wherein the weight differential between the lightest and heaviest cases are within acceptable limits. Judgment will be used in doubtful instances. The average net case weight will be determined arithmetically for each lot and rounded off to the nearest whole pound.
3. **TRANSFERS AND ISSUES.** Invoices covering transfers by average weight will indicate the number of cases in the lot, the total average weight, and the average net case weight. A separate invoice line will be used for each lot in multiple lot transfers of a particular item.
4. **GAINS AND LOSSES.** Gains and losses, which arise from the receipt of items on an average weight basis, will be absorbed as issues to the general mess.

6206 POSTING THE SUBSISTENCE LEDGER (NAVSUP FORM 335)

All transfers, with or without charge, will be posted, by quantity, to the Subsistence Ledger (NAVSUP Form 335) to the expenditures other column as the transactions occur (Figure 6-9):

6207 POSTING THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

All transfers, with or without reimbursement, will be posted, by total money value, to the Record of Receipts and Expenditures (NAVSUP Form 367) as the transactions occur. (Figure 6-10):

TRANSFER WITHOUT REIMBURSEMENT (DD FORM 1149)

Figure 6-8

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POSTING A TRANSFER (DD FORM 1149) TO THE SUSBSISTENCE LEDGER (NAVSUP FORM 335)

F82720001 TIME: 15:45
USS DUARTE (DDG 90) (V21111)

NAVSUP FORM 335 (Rev. 2-78)
S/N 0108-LF-500-3350

*** SUBSISTENCE LEDGER (NAVSUP FORM 335) ***

NAVSUP FORM 335

SUBSISTENCE LEDGER (4442)

STOCK NO. 8910006160051

ITEM S14, EGG, WHOLE, TABLE TYPE, 10 LB

1998 RECEIPTS				EXPENDITURES			
MO. & DAY	FIXED PRICE	NO.	DAY	ISSUED	GENERAL MESS CUM. TOTAL	OTHER	ON HAND
04/01	0.95	05	26	15.00	650.00		205.00
		05	27	15.00	665.00		190.00
		05	28	15.00	680.00		175.00
		05	29	30.00	710.00		145.00
		05	30	15.00	725.00		130.00
		05	31	30.00	755.00		100.00
		06	01	15.00	770.00		85.00
		06	02	60.00			145.00
		06	02	90.00			235.00
		06	02	30.00	800.00		205.00
		06	03	15.00	815.00		190.00
		06	05	30.00	845.00		160.00
		06	06	15.00	860.00		145.00
		06	07	15.00	875.00		130.00
		06	09	30.00			160.00
		06	09	30.00	905.00		130.00
		06	10	15.00	920.00		115.00
		06	11	120.00			235.00
					935.00		220.00
					950.00		

Extended At Last Receipt Price

Quantity transferred to another end user

SHIPPING CONTAINER TALLY

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM USS NEVERSAIL (LPD-5)
COMMANDING OFFICER FPO-AE 09999-1233

2. TO USS DUARTE (DDG 90)
COMMANDING OFFICER FPO-AE 28882-1888

3. SHIP TO - MARK FOR
USS NEVERSAIL (LPD-5)
FOOD SERVICE OFFICER
USS NEVERSAIL (LPD-5)
FPO-AE 09999-1233

4. APPROPRIATION AND SUBHEAD
1781453.2241

5. DATE MATERIAL REQUIRED
06/30/98

6. REQUISITION NUMBER
V234581819814

7. DATE MATERIAL REQUIRED
06/30/98

8. PRIORITY

9. AUTHORITY OR PURPOSE
TRANSFER OF PROVISIONS

10. SIGNATURE
I. M. MILLER, LTJG, SC, USN

11a. VOUCHER NUMBER AND DATE

12. DATE SHIPPED

13. MODE OF SHIPMENT

14. BILL OF LADING NUMBER

15. AIR MOVEMENT DESIGNATOR OR PRIORITY REFERENCE NO.

16. TRANSPORTATION VIA MATS OR MATS CHARGEABLE TO

17. SPECIAL HANDLING

18. ISSUED BY
W. B. ELLIS, ENS, SC, USN

19. CONTAINERS RECEIVED EXCEPT AS NOTED

20. RECEIVER'S VOUCHER NO.

DD FORM 1149

REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED

S/N 0102-LF-011-1801

Figure 6-9

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POSTING A TRANSFER (DD FORM 1149) TO THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

FB4600001 TIME: 17:07 *** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) *** DATE: 15 JUL 98 PAGE: 1

RECORD OF RECEIPTS AND EXPENDITURES (4442)
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

ACTIVITY USS DUARTE (DDG 90)
COMMANDING OFFICER 28882-1888

NAVSUP FORM 367

*1998 RECEIPTS				*1998 EXPENDITURES					
No.	Day	SOURCE	DOCUMENT NO.	VALUE	No.	Day	ACTIVITY/PURPOSE	DOCUMENT NO.	VALUE
4	1	INVENTORY BROUGHT FORWARD		22,020.7651	4	30	ALL OTHERS (ISSUES+GPBP-RETURNS)		24.4600
4	1	DOUGHTIES	8091 101 9X83	1,169.1729	5	31	ALL OTHERS (ISSUES+GPBP-RETURNS)		37.5200
4	1	COCA-COLA USA	8091 9P70 9226	366.3000	6	30	SURVEY	8181 0001	860.3000
4	1	MARVA MAID DAIRY	8091 9U46 9207	35.9280	6	30	ALL OTHERS (ISSUES+GPBP-RETURNS)		153.8400
4	3	DOUGHTIES	8093 101 9X86	57.3920	6	30	USS NEVERSAIL (LPD-5)	V12345 8181 9814	7.6000
4	3	MARVA MAID DAIRY	8093 9U93 9207	125.3280	6	30	EXPENDITURE WITHOUT SURVEY	8181 9V03	8.6600
4	3	KOTARIDES BAKING	8093 9M67	351.4500	6	30	ISSUES TO THE GENERAL MESS		49.6302056
4	3	MARVA MAID DAIRY	8093 9X91 9X95	114.6528	6	30	INVENTORY		26,886.6175
4	7	DOUGHTIES	8093 101 9X86	861.9286	6	30	SUBTOTAL		77,660.4031
4	7	NSC CHARLESTON	8097 101 9M43	498.8000	6	30	PRICE ADJUSTMENT		2,668.5475
4	7	DOUGHTIES	8097 102 9X79	1,603.0451	6	30	TOTAL		75,591.8558
4	8	MARVA MAID DAIRY	8098 9X91 9X95	122.2128					
4	9	MARVA MAID DAIRY	8099 9U93 9207	1,900.7000					
4	10	KOTARIDES BAKING	8100 9M67	354.9500					
4	14	DOUGHTIES	8099 101 9V56	1,760.9755					
4	14	NSC CHARLESTON	8104 102 9M41	318.4000					
4	16	DOUGHTIES	8104 101 9X88	873.9577					
4	16	MARVA MAID DAIRY	8106 9U93 9207	103.4560					
4	17	KOTARIDES BAKING	8107 9M67	322.2000					
4	20	MARVA MAID DAIRY	8110 9U93 9207	159.3560					
4	20	MARVA MAID DAIRY	8110 9X91 9256	143.8656					
4	21	DOUGHTIES	8106 101 9Y19	761.7118					
4	22	NSC CHARLESTON	8112 101 9M43	389.3700					

* Receipt Without Charge # Transfer With Reimbursement

Document number is the UIC of the requesting activity, Julian date of transfer followed by food item code preceded by 9

Total dollar value of transfer

SHIPPING CONTAINER TALLY -----> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM USS NEVERSAIL (LPD-5)
COMMANDING OFFICER FPO-AE 09999-1233

2. TO USS DUARTE (DDG 90)
COMMANDING OFFICER FPO-AE 28882-1888

3. SHIP TO MARK FOR USS NEVERSAIL (LPD-5)
FOOD SERVICE OFFICER USS NEVERSAIL (LPD-5)
FPO-AE 09999-1233

4. APPROPRIATION AND SUBHEAD 1781453.2241 OBJ. CL. 000 BUR. CONT. NO. 41118 SUBAL-LOT 0 AUTHORIZATION ACT'G ACTIVITY 068732

5. SHEET NO. 1 NO. OF SHEETS 1 6. REQUISITION DATE 06/30/98 7. DATE MATERIAL REQUIRED 06/30/98 8. PRIORITY 1234567891011

9. AUTHORITY OR PURPOSE TRANSFER OF PROVISIONS

10. SIGNATURE T. M. MILLER, LTJG, SC, USN 11a. VOUCHER NUMBER AND DATE 1234567891011

12. DATE SHIPPED 13. MODE OF SHIPMENT 14. BILL OF LADING NUMBER

15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES	TRANS. TYPE	PROPERTY ACT'G	COUNTRY CODE	COST CODE	AMOUNT
0001	891006120051, S14, EGG, WHOLE, TABLE TYPE, 10 LB	20	008181	US	0V1234567891011	7.60

APPROVED BY: W.B. ELLIS, ENS, SC, USN

ISSUED BY: B.B. WASHINGTON, MS2

RECEIVED BY: T.M. HAROLD, MS3

16. TRANSPORTATION VIA MATS OR NSTS CHARGEABLE TO

17. SPECIAL HANDLING

18. ISSUED BY: TOTAL CONTAINER TYPE CON-TAINER DESCRIPTION TOTAL WEIGHT TOTAL CUBE

19. CONTAINERS RECEIVED EXCEPT AS NOTED

20. RECEIVER'S VOUCHER NO.

DD FORM 1149 (9 - PT) 1 MAR 59 REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED S/N 0102-LF-011-1801

Figure 6-10

PART D: SALE OF SUBSISTENCE

6300 SALES TO AUTHORIZED MESSES AND ACTIVITIES

1. GENERAL. When prescribed conditions are met and such sales will not overly deplete the stocks available for issue to the general mess, food items may be sold to the categories listed in Appendix G. Written approval from the Commanding Officer is required for all sales of subsistence items (see sample letter in Appendix B). The dollar value of all sales of bulk subsistence and galley produced bakery products will be reported on line 2c under the "Cash Statement" section on the monthly Ration and Sales Report, NAVSUP Form 1357.

2. SALES DOCUMENTS USED. The sales documents used for sales from the general mess will be a Food-Item Request/Issue Document (NAVSUP Form 1282), Requisition and Invoice/Shipping Document (DD Form 1149), Voucher for Transfers Between Appropriation and/or Funds (Standard Form 1080) or a Cash Collection Voucher (DD Form 1131).

6301 SALES TO AFLOAT PRIVATE MESSES

1. GENERAL. Upon approval by the Commanding Officer, food items may be sold directly from the general mess to a private mess. (See sample letter in Appendix B.)

2. OFFICERS FED FROM THE GENERAL MESS. When officers are fed from the general mess, supplemental food items may be purchased from the general mess only if the Commanding Officer establishes a wardroom mess. The establishment of a wardroom mess for the purpose of drawing supplemental food items in no way restricts the sale of meals to individuals authorized to eat in the general mess.

3. RETURN OF AUTHORIZED FOOD ITEMS TO THE GENERAL MESS. Items may not be returned to the general mess for credit.

6302 PRIVATE MESS SALES DOCUMENT PREPARATION AND DISTRIBUTION

1. AT TIME OF REQUEST. The sales document used for the sale of subsistence items from the general mess to an authorized private mess is a Food-Item Request/Issue Document (NAVSUP Form 1282). The NAVSUP Form 1282 will be signed by the private mess manager, treasurer, or his authorized representative. If a person other than the private mess manager or treasurer is authorized to sign requests, such authority will be furnished to the Food Service Officer in writing (see sample letter in Appendix B). The authorized representative of the private mess will prepare the NAVSUP Form 1282 as follows (Figure 6-11):

Data Block and Caption

Document No.

Requisitioned by

Instructions for Entry

Assigned using a unique, sequential numbering system. This number is assigned automatically by Food Service Management.

Signature, date and title of private mess manager, treasurer or their authorized representative.

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Date for consumption	Date food items are required. This is entered automatically by Food Service Management.
Food Code	Food item code of each item requested taken from NAVSUPNOTE 7330 series (Fixed Price List). Ensure all food items requested are listed in Food Item Code order. This is entered automatically by Food Service Management.
Description of Material	Description of each food item requested taken from NAVSUPNOTE 7330 series (Fixed Price List). This is entered automatically by Food Service Management.
Quantity Requested	Actual quantity required of each food item.

2. AT TIME OF APPROVAL. After initial preparation of the NAVSUP Form 1282, and after having been properly signed by the private mess manager, treasurer, or their authorized representative, the document will be forwarded to the Food Service Officer or his/her designated representative for approval. This person will ensure that the issue of the food items will not jeopardize issues to the general mess. Requests that might adversely effect the general mess menu will be annotated and returned to the private messes. If the general mess has sufficient quantities of the requested food items, the Food Service Officer or his/her designated representative will then sign the "Approved Block" with rate and title and forward the document to the bulk storeroom custodian for issue.

3. AT TIME OF ISSUE. The bulk storeroom custodian will issue the items requested to the appropriate private mess watch captain or supervisor. At the time of issue, the bulk storeroom custodian will complete the following blocks on the NAVSUP Form 1282:

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Quantity Issued	The quantity actually issued to the appropriate private mess watch captain or supervisor.
Issued by	The signature, rate and title of the bulk storeroom custodian.
Date	Date food items were issued.
Received by	The signature, rate and title of the appropriate private mess watch captain or supervisor.
Date	Date food items were received.

After the requested food items are issued to the appropriate private mess, the bulk storeroom custodian will forward the NAVSUP Form 1282 to the recordskeeper, who will post the issues to the Subsistence Ledger (NAVSUP Form 335).

4. RECORDSKEEPER ENTRIES ON THE NAVSUP Form 1282. Once the recordskeeper receives the NAVSUP Form 1282 from the bulk storeroom custodian, he/she will post the quantity of the issues to the Subsistence Ledger (NAVSUP Form 335) in the other column, and extend using last receipt price on the NAVSUP Form 1282.

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5. **FOOD SERVICE OFFICER CERTIFICATION.** The Food Service Officer will review each document and will investigate any apparent discrepancy. Particular attention will be placed on insuring that:

- a. each serially numbered original has been received, and
- b. each document is properly completed in its entirety.

Upon completion of this review, the Food Service Officer will annotate the NAVSUP Form 1282 as follows:

Data Block and Caption

Instructions for Entry

Certification

Insert total number of issue documents in first blank and the name of the appropriate mess in the second blank.

Signature/Date

Certification signature/date is only required on the last issue document that shows the grand total dollar value of issues.

6. **DOCUMENT DISTRIBUTION.** After the NAVSUP Form 1282 has been completed, it will be distributed as follows:

- a. Original - Accountability File pending preparation of the billing document
- b. Copy - signed duplicate to the appropriate mess treasurer

6303 POSTING AFLOAT PRIVATE MESS SALES TO THE SUBSISTENCE LEDGER (NAVSUP Form 335)

All afloat private mess sales, except sales of galley produced bakery products (see para. 6304), will be posted by quantity to the Subsistence Ledger (NAVSUP Form 335) as the transactions occur as follows (Figure 6-12): (For automated activities, the NS 335 is automatically posted when the NS 1282 is smoothed):

Data Block and Caption

Instruction for Entry

Mo. & Day

Enter the day the issue occurred.

Expenditures (other)

Enter the quantity of the food item that is being issued. To differentiate sales quantities from other types of expenditures, precede the number that is being transferred with a unique letter for the appropriate mess (i.e., "W" for Wardroom Mess, "C" for CPO Mess, etc.)

On Hand

Enter the difference between the quantity being issued from the previous "On Hand" balance.

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6304 SALES OF GALLEY PRODUCED BAKERY PRODUCTS TO AFLOAT PRIVATE MESSES

1. **PRICING.** The cost of galley produced bakery products will be established at the local level based on the fixed prices for the basic ingredients. When there is no fixed price, last receipt prices will be used.

2. **AT TIME OF REQUEST.** The document used for requesting galley produced bakery products from the general mess to an authorized afloat private mess is a Food-Item Request/Issue Document (NAVSUP Form 1282). The NAVSUP Form 1282 will be signed by the private mess manager, treasurer, or their authorized representative. If a person other than the private mess manager or treasurer is authorized to sign requests, such authority will be furnished to the Food Service Officer in writing. The authorized representative of the private mess will prepare a separate NAVSUP Form 1282 from bulk food item requests as follows (Figure 6-13) (Food Service Management user's refer to paragraph 8).

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Document No.	Assigned using a unique, sequential numbering system.
Requisitioned by	Signature, rate and title of private mess manager, treasurer or their authorized representative.
Date for consumption	Date food items are required.
Food Code	Recipe number from the Armed Forces Recipe Service (NAVSUP P-7)
Description of Material	Description of the bakery product.
Quantity Requested	Actual quantity required of each bakery product.

3. **AT TIME OF APPROVAL.** After initial preparation of the NAVSUP Form 1282, and after having been properly signed by the private mess manager, treasurer, or their authorized representative, the document will be forwarded to the Food Service Officer or his/her designated representative for approval. This person will ensure that the request is submitted in sufficient time to plan for the additional quantity requirements of bakery products for the general mess bake shop. The Food Service Officer or his/her designated representative will then sign the "Approved Block" with rate and title and forward the document to the general mess baker for issue.

4. **AT TIME OF ISSUE.** The general mess baker will issue the requested quantities of bakery products to the watch captain or supervisor of the appropriate private mess. At the time of issue, the baker will complete the following blocks on the NAVSUP Form 1282:

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<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Quantity Issued	The quantity actually issued to the appropriate private mess watch captain or supervisor.
Issued by	The signature, rate and title of the general mess baker.
Date	Date bakery products were issued.
Received by	The signature, rate and title of the appropriate private mess watch captain or supervisor.
Date	Date bakery products were received.

After the requested bakery products are issued to the appropriate private mess, the general mess baker will forward the NAVSUP Form 1282 to the recordskeeper, who will post the total dollar value of galley produced bakery products sold to private messes for that day to the general mess Food-Item Request/Issue Document (NAVSUP Form 1282).

5. RECORDSKEEPER ENTRIES ON THE NAVSUP Form 1282. Once the recordskeeper receives the NAVSUP Form 1282 from the general mess baker, he/she will post the total dollar value of galley produced bakery products to the general mess NAVSUP Form 1282 as follows:

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Bakery Products	Enter the total dollar value of galley produced bakery products sold to all private messes for the day.
Grand Total	Enter the difference between the dollar value of galley produced bakery products and the final subtotal. This value will be posted to the NAVSUP Form 338 as the dollar value of issue to the general mess for that day.

The private mess NAVSUP Form 1282 will be completed as follows:

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Unit Price	The fixed price of the bakery product as promulgated by NAVFSSONOTE 7330 series.
Value	Net Quantity times Unit Price.
Sheet Total	The sum of all values on the sheet.
Subtotal	The sum of the sheet total plus any additional sheets.
Bakery Products	Left Blank.
Grand Total	The subtotal on the last page of the daily issue sheets.

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6. **FOOD SERVICE OFFICER CERTIFICATION.** The Food Service Officer will review each document and will investigate any apparent discrepancy. Particular attention will be placed on ensuring that:

- a. each serially numbered original has been received, and
- b. each document is properly completed in its entirety.

Upon completion of this review, the Food Service Officer will annotate the NAVSUP Form 1282 as follows:

Data Block and Caption

Instructions for Entry

Certification

Insert total number of issue documents in first blank and the name of the appropriate mess in the second blank.

Signature/Date

Certification signature/date is only required on the last issue document that shows the grand total dollar value of issues.

7. **DOCUMENT DISTRIBUTION.** After the NAVSUP Form 1282 has been completed, it will be distributed as follows:

- a. Original - Accountability File pending preparation of the billing document,
- b. Copy - signed duplicate to the appropriate mess treasurer, and
- c. Copy - used by recordskeeper for posting affected records, then placed in the Cash Sales File.

8. **PROCEDURES FOR CREATING AND POSTING ISSUE AND SALE OF GALLEY PRODUCED BAKERY PRODUCTS WITHIN FOOD SERVICE MANAGEMENT.**

- a. **TO CREATE:**

From the System Directory screen select the below listed options.

Option 2 – Inventory Module.

Option 1 – Requisitions/Purchases

Option 1 – Requisitions

Option 3 – Bakery

Option 1 – Create

Enter the Delivery Date; enter Requisition Code (1 for private mess); enter Private Mess Code (as created in File Management module)

Press ENTER to continue

Enter the Recipe Number; enter the number of portions requested

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Press F1 to create; print the report

NOTE: The NAVSUP 1090 for the General Mess and associated pre-daily NS1282 must be created prior to creating a Galley Produced Bakery Product (GPBP) requisition

b. TO POST

Note: The General Mess NS1282 must be posted prior to posting GPBP sales

Option 3 – Menu Production

Option 1 – Breakouts

Option 3 – Post/Accept

Option 2 – Post Galley Produced Bakery Products

Enter the date of issue (will match requisition date)

Enter the Issue Code and Private Mess Code

Press ENTER to continue

Enter the number of portions issued

Press F1 to post

Print the report

c. TO GENERATE THE MONTHLY BILLING REPORT

Option 2 – Inventory Module

Option 8 – Billing Report

Option 2 – Print

Enter the desired Month/Patrol Period Code; enter the Private Mess Code

Press F1 to generate; print the report

6305 BILLING, COLLECTION AND RECORDS POSTING FOR AFLOAT PRIVATE MESS SALES

1. BILLING. On or before the 5th day of each month, the Food Service Officer or his/her representative, will notify each private mess, in writing, of the amount due for food items (including galley produced bakery products) issued to the private mess during the previous month using the sample in Figure 6-14 or Automated Food Service Management Billing Statement. The billing document will equal the total of all NAVSUP Form 1282 documents and previous uncollected monies as identified on line 5 of NAVSUP Form 1357 used in documenting daily sales to the private mess that are maintained in the Food Service Officer's accountability file. For automated activities, the DD 1149 is utilized as a billing document. This document will list all NAVSUP 1282 serial numbers and the total value of food items sold. You must manually enter previously uncollected monies on the Food Service Management generated DD Form 1149.

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2. **COLLECTION.** Within 15 days following the month in which the items were purchased, the private mess treasurer will pay the amount due to the Food Service Officer and will obtain a signature for receipt of the cash in a Cash Receipt Book (NAVSUP Form 470) (Figure 2-9). Receipt, handling and security of funds will be in accordance with para. 2202. The total dollar value of sales of subsistence will be reported on line 2c of the monthly Ration and Sales Report (NAVSUP Form 1357) in accordance with para. 7011-3.

3. **RECORDS POSTING.** The NAVSUP Form 367 is posted automatically for activities using Food Service Management. At the end of each month, a copy of the billing document will be used to post the NAVSUP Form 367 as follows (Figure 6-15):

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Mo. & Day	Enter the last day of the month in which the sale occurred. This is entered automatically by Food Service Management.
Activity/Purpose	Enter name of the private mess. This is entered automatically by Food Service Management.
Document Number	Leave Blank.
Value	Enter the total dollar value of the billing document that was prepared by the Food Service Officer and provided to the appropriate private mess less uncollected amounts from previous months as shown on NAVSUP Form 1357. This is entered automatically by Food Service Management.

6306 OTHER SALES

1. **DOCUMENTS USED.** The document used for requesting sales from the general mess by other activities authorized to purchase subsistence items in accordance with Appendix G will be the Requisition and Invoice/Shipping Document (DD Form 1149). Multiple food item requests may be initially requested on a Food-Item/Issue Document (NAVSUP Form 1282) using the same procedures as those outlined in para. 6302. At the end of the month a money value only DD Form 1149 will be generated.

2. SALE PRICES

a. **Food Prices.** The sale price of food items will be the last receipt unit price. Any additional charges prescribed will be billed and reported as a separate line item.

b. **Administrative Charge.** When food items are sold to messes/activities listed in Appendix G, an administrative charge (see Navy Comptroller Manual, para. 035960-65) will be collected in order to recover all government costs. The administrative charge will be applied to the total value of each sale and will be listed as a separate line item on the billing document. Administrative charges on food items sold will be credited to the Navy General Fund Receipt Account, 172499. Administrative charges on food items will not be reported on the Ration and

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Sales Report (NAVSUP Form 1357). A Requisition and Invoice/Shipping Document (DD Form 1149) will be used to record their collection and deposit with a disbursing officer.

c. **Accessorial Charges.** Accessorial charges represent certain expenses incident to issues, sales, and transfers of food items which are not included in the price at which carried. These expenses include:

- (1) packing, handling, and crating costs,
- (2) second and subsequent destination transportation costs,
- (3) port loading and unloading costs, and
- (4) positioning costs at locations in Alaska, Hawaii and outside the United States.

Accessorial charges, when incurred, will be charged to all parties except retail outlets, as prescribed by the Navy, Marine Corps, Coast Guard; and authorized patrons of retail sales outlets, as prescribed by the Navy Comptroller Manual, para. 035961 (see Appendix G). Accessorial charges will not be included in the sales price but will be billed as a separate line item on the Voucher for Transfers Between Appropriations and/or Funds (Standard Form 1080). Rates for charging accessorial costs and the application of credits are prescribed in the Navy Comptroller Manual, para. 035965.

6307 POSTING OTHER SALES TO THE SUBSISTENCE LEDGER (NAVSUP Form 335)

All sales will be posted by quantity to the Subsistence Ledger (NAVSUP Form 335) as the transactions occur as follows (Figure 6-16). For automated activities, the NS 335 is automatically posted by Food Service Management when issue documents are smoothed.

6308 POSTING OTHER SALES TO THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP Form 367)

As each sale occurs, a copy of the billing document will be used to post the NAVSUP Form 367 as follows (Figure 6-17). For automated activities, the NS 367 is automatically posted by Food Service Management when issue and sales documents are smoothed.

6309 BILLING AND COLLECTION OF OTHER SALES

1. **BILLING.** The billing document used for other sales is the Requisition and Invoice/Shipping Document (DD Form 1149). When the DD Form 1149 is used as a summary, money value only document, Food Service Officers will ensure that the billing document equals the total of all NAVSUP Form 1282 documents documenting daily sales to the mess/activity that is maintained in the Food Service Officer's accountability file. Provide completed billing documents to the activity the food items are being sold to. Activities not making payment by cash or check will use this billing document to prepare a transfer of funds between accounting classifications document in accordance with subpara. 2b.

2. **COLLECTION.** At the time of the sale, payment may be made by cash, check (which will be treated as cash), or a voucher transferring funds from a valid appropriation of the ordering activity to the subsistence appropriation. The total dollar value of sales of subsistence will be reported on line 2c of the monthly Ration and Sales Report (NAVSUP Form 1357) in accordance with para. 7011-3.

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a. Cash. Receipt, handling and security of cash funds will be in accordance with para. 2202.

b. Payment by Voucher. Documents that may be used to transfer funds from one accounting classification to another are as follows:

- Voucher for Cash Collection (DD Form 1131),
- Voucher for Transfer Between Appropriation and/or Funds (Standard Form 1080).

Examples of these documents are provided in Figures 6-18 and 6-19. Ensure the following information is checked prior to issuing the food items:

- Complete and accurate name and address of the activity the food items are being issued to,

- Complete and accurate accounting classification to be charged (must be provided by ordering activity) and

- Complete and accurate accounting classification to be credited (subsistence appropriation) as listed in para. 4201.1, except that the Trans Type will be 3C vice 2D.

a. Special Recording of Sales by Voucher. A sale of food by voucher transfer between appropriations will not result in a cash deposit with the disbursing office. In order to balance the "Cash Statement" at the end of each month, the total dollar value of other sales using a transfer of accounting classification document will be recorded on line 4 of the monthly Ration and Sales Report (NAVSUP Form 1357) in accordance with para. 7011-3. Additionally, the subsistence account will not be reimbursed for the sale until the original Cash Collection Voucher DD Form 1131 or SF 1080 is submitted to the local DFAS Operating Location (OPLOC), ATTN: DFAS-FD for processing into the DoD accounting system. Any general mess making a sale of subsistence by voucher transfer between appropriations must submit the voucher to the local DFAS OPLOC, ATTN: DFAS-FD. A copy of these documents will be forwarded to SUP 51 upon request.

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SALE TO A PRIVATE MESS
FOOD ITEM REQUEST/ISSUE DOCUMENT (NAVSUP FORM 1282)

F823152Z1 TIME: 18:27 *** NAVSUP FORM 1282 *** DATE: 15JUL98 PAGE: 1

FOOD ITEM REQUEST/ISSUE DOCUMENT (4400)
NAVSUP FORM 1282 (REV 5-82) DOCUMENT NO. 03001

REQUISITIONED BY (SIGNATURE, RATE AND TITLE) DATE FOR ISSUE 06/30/98 GAINED DAY [] APPROVED BY (SIGNATURE, RATE AND TITLE)

K.R. Smith ms³ *P.C. Thomas ENS*

FOOD CODE	DESCRIPTION OF MATERIAL	U/I	QUANTITY REQUESTED	QUANTITY ISSUED	QUANTITY RETURNED	NET	UNIT PRICE	VALUE
H22	SUGAR, REFINED GRAN. 5LB BG TP2	BG		2		2	2.2000	\$ 4.40
J76	CREAMER, NONDAIRY, 50/100 PG	HD		2		2	1.8357	\$ 3.67
P29	COFFEE, ROASTED, 20 LB CAN	CN		2		2	69.7988	\$ 139.60
P31	TEA, BLACK, 100 BAGS	BX		2		2	1.5700	\$ 3.14

ISSUED BY (SIGNATURE, RANK AND TITLE) DATE 6-30-98 SHEET TOTAL \$ 150.81

B.B. Washington ms²

RECEIVED BY (SIGNATURE) DATE 6-30-98 SUBTOTAL \$ 150.81

K.R. Smith ms³

RETURNED BY (SIGNATURE) DATE BAKERY PROD. (-)

RECEIVED BY (SIGNATURE) DATE GRAND TOTAL \$ 150.81

I CERTIFY THAT THIS DOCUMENT IS A TRUE STATEMENT OF ISSUES TO WARDROOM MESS

SIGNATURE *W.B. Ellis LTJG* DATE 6-30-98

Extended at last receipt price

Figure 6-11

NAVSUP P-486 Volume I - Food Service Management

POSTING A PRIVATE MESS SALE TO THE SUBSISTENCE LEDGER (NAVSUP FORM 335)

F82315221 TIME: 18:27 *** NAVSUP FORM 1282 *** DATE: 15JUL98 PAGE: 1

FOOD ITEM REQUEST/ISSUE DOCUMENT (4400)
NAVSUP FORM 1282 (REV 5-82)

NAVSUP FORM 1282 | DOCUMENT NO. 03001

REQUISITIONED BY (SIGNATURE, RATE AND TITLE) *K.R. Smith ms³* DATE FOR ISSUE 06/30/98 GAINED DAY [] APPROVED BY (SIGNATURE, RATE AND TITLE) *P.C. Thomas ens*

FOOD CODE	DESCRIPTION OF MATERIAL	U/I	QUANTITY REQUESTED	QUANTITY ISSUED	QUANTITY RETURNED	NET	UNIT PRICE	VALUE
H22	SUGAR, REFINED GRAN. 5LB BG TP2	BG		2		2	2.2000	\$ 4.40
J76	CREAMER, NONDAIRY, 50/100 PG	HD		2		2	1.8357	\$ 3.67
P29	COFFEE, ROASTED, 20 LB CAN	CN		2		2	69.7988	\$ 139.60
P31	TEA, BLACK, 100 BAGS	BX		2		2	1.5700	\$ 3.14

ISSUED BY (SIGNATURE, RANK AND TITLE) *B.B. Washington ms²* DATE 6-30-98 SHEET TOTAL \$ 150.81

RECEIVED BY (SIGNATURE) *K.R. Smith ms³* DATE 6-30-98 SUBTOTAL \$ 150.81

RETURNED BY (SIGNATURE) DATE BAKERY PROD. (-)

RECEIVED BY (SIGNATURE) DATE GRAND TOTAL \$ 150.81

I CERTIFY THAT THIS DOCUMENT IS A TRUE STATEMENT OF ISSUES TO WARDROOM MESS

SIGNATURE *W.B. Ellis LTJG* DATE 6-30-98

F82720001 TIME: 18:34 *** SUBSISTENCE LEDGER (NAVSUP FORM 335) *** DATE: 15JUL98 PAGE: 1

USS DUARTE (DDG 90) (V21111)

NAVSUP FORM 335 (Rev. S/N 0108-LF-500-3350)

SUBSISTENCE LEDGER (4442)

8955002865372 | ITEM P29, C

EXPENDITURES

MO.	DAY	RECEIPTS	GENERAL MESS ISSUED	CUM. TOTAL	OTHER	ON HAND
1998	04	03				3.00
	04	03	1.00	1.00		2.00
	05	03	1.00	2.00		1.00
	05	05	2.00			3.00
	05	23	1.00	3.00		2.00
	06	02	2.00			4.00
	06	30			WR 2.00	2.00

EXPENDITURES

MO.	DAY	RECEIPTS	GENERAL MESS ISSUED	CUM. TOTAL	OTHER	ON HAND
1998	04	03				3.00
	04	03	1.00	1.00		2.00
	05	03	1.00	2.00		1.00
	05	05	2.00			3.00
	05	23	1.00	3.00		2.00
	06	02	2.00			4.00
	06	30			WR 2.00	2.00

* Use to extend issues to General Mess. ISSUED CODES: 1 - 9 = BRANCH MESS CODE OTHER CODES: LW = LOSS WITHOUT SURVEY; RI = RETURN OF ISSUE FROM PRIVATE MESS; SV = SURVEY; TR = TRANSFER OUT; TI = TRANSFER IN; SM = SPECIAL MEAL ***** END OF REPORT *****

Use to extend inventory and to price sales and transfers.

Figure 6-12

NAVSUP P-486 Volume I - Food Service Management

SALE OF GALLEY PRODUCED BAKERY PRODUCTS TO A PRIVATE MESS
USING FOOD SERVICE MANAGEMENT AUTOMATED BAKERY ISSUE DOCUMENT
REPORT

F82335201 TIME: 19:02		*** BAKERY ISSUE DOCUMENT ***		15JUL98 PAGE: 1	
DATE ISSUED: 06/30/98			DOCUMENT NO. 0380001		
MESS NAME/HULL NUMBER: WARDROOM MESS					
TYPE OF REIMBURSEMENT: WITH REIMBURSEMENT					
REQUISITIONED BY (Signature, Rate and Title) <u>K.R. Smith, ms³</u>			APPROVED BY (Signature, Rate and Title) <u>P.C. Thomas, ens</u>		

RECIPE NUMBER =====	RECIPE NAME =====	NUMBER OF PORTIONS ISSUED =====	PORTION PRICE =====	TOTAL VALUE =====
G01700	GINGERBREAD	200	0.07	14.00

ISSUED BY (Signature, Rate, and Title) <u>B.B. Washington, ms²</u>		SHEET TOTAL:	14.00
RECEIVED BY (Signature) <u>K.R. Smith, ms³</u>		SUBTOTAL:	14.00
I CERTIFY that this document is a true statement of issues to WARDROOM MESS		GRAND TOTAL:	14.00
SIGNATURE <u>W.B. Ellis, LTJG</u>			

RECORD COUNT = 1	***** END OF REPORT *****	Extended at fixed price as promulgated in the NAVSUPNOTE 7330 series
------------------	---------------------------	---

Figure 6-13

NAVSUP P-486 Volume I - Food Service Management

STATEMENT ON THE SALE OF SUBSISTENCE ITEMS
FROM THE GENERAL MESS TO THE WARDROOM MESS

(command letterhead)

IN REPLY REFER TO:
(date)

MEMORANDUM

From: Food Service Officer

To: Wardroom Mess Treasurer

Subj: STATEMENT ON THE SALE OF SUBSISTENCE ITEMS FROM THE GENERAL MESS TO
THE WARDROOM MESS

Ref: (a) NAVSUP P-486, Vol I, para. 6305-1

1. In accordance with reference (a), I hereby certify that subsistence items in the amount of \$_____ were sold to the Wardroom Mess during the month of _____.
2. The above total includes galley produced bakery products in the amount of \$_____.
3. Sales were made on the documents listed below:

PROVISIONS

Document no.	amount
Document no.	amount
Document no.	amount
Document no.	amount
Document no.	amount
Document no.	amount
Document no.	amount
Document no.	amount
Document no.	amount
Document no.	amount
Document no.	amount
Document no.	amount
Document no.	amount
Document no.	amount
Document no.	amount
Total	\$
GRAND TOTAL	\$ _____

GPBP

Document #	amount
Document #	amount
Document #	amount
Document #	amount
Document #	amount
Document #	amount
Document #	amount
Document #	amount
Document #	amount
Document #	amount
Total	\$

(signed)

Food Service Officer Name/Rank

Figure 6-14

NAVSUP P-486 Volume I - Food Service Management

POSTING PRIVATE MESS SALES TO THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

FB282001 TIME: 12:47 *** BILLING REPORT (DD FORM 1149) *** DATE: 15JUL98 PAGE: 1

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM: FOOD SERVICE OFFICER USS DUARTE (DDG 903)

2. TO: MESS TREASURER WARDROOM MESS

3. SHIP TO: MARK FOR MESS TREASURER

4. APPROPRIATION AND SUBHEAD: UNCL. CL. SUB. COM. NO. SUBAL. LOT. AUTHORIZATION ACTIVITY

5. FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES

6. QUANTITY REQUESTED

7. SUPPLY ACTION

8. UNIT PRICE

9. TOTAL COST

10. I CERTIFY THAT THE FOOD ITEMS IN THE AMOUNT OF \$ 150.81 WERE SOLD TO THE WARDROOM MESS

11. THE ABOVE TOTAL INCLUDES SUBSISTENCE ITEMS IN THE AMOUNT OF \$ 150.81 AND GALLEY PRODUCED BAKERY PRODUCTS IN THE AMOUNT OF \$ 0.00

12. SEE ATTACHED SHEET FOR ISSUE DOCUMENT NUMBERS

13. W.B. ELLIS

14. W.B. ELLIS

15. SPECIAL HANDLING

16. CONTAINERS

17. DATE

18. BY

19. SHEET TOTAL

20. GRAND TOTAL

21. VOUCHER NO.

22. REQUISITION DATE

23. REQUISITION NUMBER

24. DATE MATERIAL REQUIRED

25. PRIORITY

26. VOUCHER NUMBER AND DATE

27. BILL OF LADING NUMBER

28. KEY MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

29. PROPERTY ACTIVITY

30. COUNTRY CODE

31. COST CODE

32. AMOUNT

33. UNIT PRICE

34. TOTAL COST

35. UNIT PRICE

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REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED

S/N 0102-LF-011-1001

Food Service Management generated DD Form 1149

FB282002 TIME: 12:47 *** BILLING REPORT (DD FORM 1149) *** DATE: 15JUL98 PAGE: 2

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM: FOOD SERVICE OFFICER USS DUARTE (DDG 903)

2. TO: MESS TREASURER WARDROOM MESS

3. SHIP TO: MARK FOR MESS TREASURER

4. APPROPRIATION AND SUBHEAD: UNCL. CL. SUB. COM. NO. SUBAL. LOT. AUTHORIZATION ACTIVITY

5. FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES

6. QUANTITY REQUESTED

7. SUPPLY ACTION

8. UNIT PRICE

9. TOTAL COST

10. I CERTIFY THAT THE FOOD ITEMS IN THE AMOUNT OF \$ 14.00 WERE SOLD TO THE WARDROOM MESS

11. THE ABOVE TOTAL INCLUDES SUBSISTENCE ITEMS IN THE AMOUNT OF \$ 0.00 AND GALLEY PRODUCED BAKERY PRODUCTS IN THE AMOUNT OF \$ 14.00

12. SEE ATTACHED SHEET FOR ISSUE DOCUMENT NUMBERS

13. W.B. ELLIS

14. W.B. ELLIS

15. SPECIAL HANDLING

16. CONTAINERS

17. DATE

18. BY

19. SHEET TOTAL

20. GRAND TOTAL

21. VOUCHER NO.

22. REQUISITION DATE

23. REQUISITION NUMBER

24. DATE MATERIAL REQUIRED

25. PRIORITY

26. VOUCHER NUMBER AND DATE

27. BILL OF LADING NUMBER

28. KEY MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

29. PROPERTY ACTIVITY

30. COUNTRY CODE

31. COST CODE

32. AMOUNT

33. UNIT PRICE

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98. TOTAL COST

99. UNIT PRICE

100. TOTAL COST

REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED

S/N 0102-LF-011-1001

Food Service Management posts total dollar value of sales to private mess as of the last day of the month including Galley produced bakery

FB282001 TIME: 12:47 *** BILLING REPORT (DD FORM 1149) *** DATE: 15JUL98 PAGE: 1

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM: FOOD SERVICE OFFICER USS DUARTE (DDG 903)

2. TO: MESS TREASURER WARDROOM MESS

3. SHIP TO: MARK FOR MESS TREASURER

4. APPROPRIATION AND SUBHEAD: UNCL. CL. SUB. COM. NO. SUBAL. LOT. AUTHORIZATION ACTIVITY

5. FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES

6. QUANTITY REQUESTED

7. SUPPLY ACTION

8. UNIT PRICE

9. TOTAL COST

10. I CERTIFY THAT THE FOOD ITEMS IN THE AMOUNT OF \$ 14.00 WERE SOLD TO THE WARDROOM MESS

11. THE ABOVE TOTAL INCLUDES SUBSISTENCE ITEMS IN THE AMOUNT OF \$ 0.00 AND GALLEY PRODUCED BAKERY PRODUCTS IN THE AMOUNT OF \$ 14.00

12. SEE ATTACHED SHEET FOR ISSUE DOCUMENT NUMBERS

13. W.B. ELLIS

14. W.B. ELLIS

15. SPECIAL HANDLING

16. CONTAINERS

17. DATE

18. BY

19. SHEET TOTAL

20. GRAND TOTAL

21. VOUCHER NO.

22. REQUISITION DATE

23. REQUISITION NUMBER

24. DATE MATERIAL REQUIRED

25. PRIORITY

26. VOUCHER NUMBER AND DATE

27. BILL OF LADING NUMBER

28. KEY MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

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REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED

S/N 0102-LF-011-1001

FB282002 TIME: 12:47 *** BILLING REPORT (DD FORM 1149) *** DATE: 15JUL98 PAGE: 2

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM: FOOD SERVICE OFFICER USS DUARTE (DDG 903)

2. TO: MESS TREASURER WARDROOM MESS

3. SHIP TO: MARK FOR MESS TREASURER

4. APPROPRIATION AND SUBHEAD: UNCL. CL. SUB. COM. NO. SUBAL. LOT. AUTHORIZATION ACTIVITY

5. FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES

6. QUANTITY REQUESTED

7. SUPPLY ACTION

8. UNIT PRICE

9. TOTAL COST

10. I CERTIFY THAT THE FOOD ITEMS IN THE AMOUNT OF \$ 14.00 WERE SOLD TO THE WARDROOM MESS

11. THE ABOVE TOTAL INCLUDES SUBSISTENCE ITEMS IN THE AMOUNT OF \$ 0.00 AND GALLEY PRODUCED BAKERY PRODUCTS IN THE AMOUNT OF \$ 14.00

12. SEE ATTACHED SHEET FOR ISSUE DOCUMENT NUMBERS

13. W.B. ELLIS

14. W.B. ELLIS

15. SPECIAL HANDLING

16. CONTAINERS

17. DATE

18. BY

19. SHEET TOTAL

20. GRAND TOTAL

21. VOUCHER NO.

22. REQUISITION DATE

23. REQUISITION NUMBER

24. DATE MATERIAL REQUIRED

25. PRIORITY

26. VOUCHER NUMBER AND DATE

27. BILL OF LADING NUMBER

28. KEY MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

29. PROPERTY ACTIVITY

30. COUNTRY CODE

31. COST CODE

32. AMOUNT

33. UNIT PRICE

34. TOTAL COST

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REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED

S/N 0102-LF-011-1001

FB460001 TIME: 12:48 *** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) *** DATE: 15JUL98 PAGE: 1

RECORD OF RECEIPTS AND EXPENDITURES (4442)

NAVSUP FORM 367 (Rev. 1-80) S/N 0104-LF-500-3670

ACTIVITY USS DUARTE (DDG 903)

FPD-45

COMANDING OFFICER: USMC-1888

U.I.C. 021111

RECEIPTS

No.	Day	SOURCE	DOCUMENT NO.	VALUE
1	1	INVENTORY BROUGHT FORWARD	8091 101 9183	22,020.7651
2	1	DOUGHTIES	8091 101 9183	1,169.1729
3	1	COCA-COLA USA	8091 9970 9226	366.3000
4	1	MARVA MAID DAIRY	8091 9944 9207	35.0000
5	1	DOUGHTIES	8091 101 9183	57.9200
6	1	MARVA MAID DAIRY	8091 9944 9207	122.3200
7	1	DOUGHTIES	8091 101 9183	351.4500
8	1	DOUGHTIES	8091 9901 9995	114.6528
9	1	DOUGHTIES	8091 101 9183	861.9286
10	1	DOUGHTIES	8091 101 9183	498.8000
11	1	DOUGHTIES	8091 101 9183	1,683.0000
12	1	DOUGHTIES	8091 101 9183	122.8188
13	1	MARVA MAID DAIRY	8091 9944 9207	1,000.7000
14	1	DOUGHTIES	8091 101 9183	1,760.5753
15	1	DOUGHTIES	8104 102 9641	318.4000
16	1	DOUGHTIES	8104 101 9183	873.9577
17	1	MARVA MAID DAIRY	8106 9093 9207	103.4560
18	1	DOUGHTIES	8106 9093 9207	232.2000
19	1	MARVA MAID DAIRY	8110 9093 9207	159.3560
20	1	MARVA MAID DAIRY	8110 9093 9207	143.8054
21	1	DOUGHTIES	8106 101 9183	761.7138
22	1	DOUGHTIES	8112 101 9643	389.3700

EXPENDITURES

No.	Day	ACTIVITY PURPOSE	DOCUMENT NO.	VALUE
1	1	ALL OTHERS (ISSUES+GPP-RETURNS)	8101 0007	24.4600
2	1	ALL OTHERS (ISSUES+GPP-RETURNS)	8101 0007	37.5200
3	1	SURVEY	8101 0007	860.3000
4	1	WARDROOM MESS (ISSUES+GPP-RETURNS)	8101 0007	144.8100
5	1	ALL OTHERS (ISSUES+GPP-RETURNS)	8101 0007	133.8400
6	1	USS DUARTE (DDG 903)	021880 8181 9514	7.0000
7	1	EXPENDITURE WITHOUT SURVEY	8181 0903	49.8600
8	1	ISSUES TO THE GENERAL MESS	8181 0903	49,616.2056
9	1	INVENTORY	8181 0903	26,745.8085
10	1	SUBTOTAL	8181 0903	77,660.4041
11	1	PRICE ADJUSTMENT	8181 0903	-2,968.5485
12	1	TOTAL	8181 0903	79,591.8556

* Receipt Without Charge

Transfer With Reimbursement

NAVSUP FORM 367

Figure 6-15

NAVSUP P-486 Volume I - Food Service Management

POSTING OTHER SALES TO THE SUBSISTENCE LEDGER (NAVSUP FORM 335)

SHIPPING CONTAINER TALLY		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20		21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50	
REQUISITION AND INVOICE/SHIPPING DOCUMENT				SHEET NO. 1	
1. FROM (Name of activity requesting the food items)				7. DATE MATERIAL REQUIRED 06/30/98	
2. TO Food Service Officer USS Duarte (DDG 90)				8. PRIORITY	
3. SHIP TO - MARK FOR (Name of activity receiving the food items requested)				9. AUTHORITY OR PURPOSE	
4. APPROPRIATION AND SUBHEAD				10. SIGNATURE	
OBJ. CL. BUR. CONT. NO. SUBAL-LOT AUTHORIZATION ACT'G ACTIVITY				11a. VOUCHER NUMBER AND DATE	
12. DATE SHIPPED				13. MODE OF SHIPMENT	
14. BILL OF LADING NUMBER				15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.	
ITEM NO. (a)		FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)		TRANS. TYPE	
0001		8905001287914, ADP, CLAMS, MINCED, 49 OR 51 OZ		PROPERTY ACT'G ACTIVITY	
0002		8915002050938, C56, JUICE, PINEAPPLE, 5 1/2 - 6 OZ		COUNTRY CODE	
0003		8915001275772, D60, PUMPKIN, 82 1/2		COST CODE	
0004		8920012263368, G15, RICE, LONG GRAIN & WILD RICE 36 OZ		CON-TAINER NOS. (f)	
0005		8910006160051, S14, EGG, WHOLE, TABLE TYPE, 10 LB		UNIT PRICE (h)	
0006		8945006160091, 126, SHORTENING COMPOUND, GEN. PURP. 50 LB		TOTAL COST (i)	
W.B. Ellis ENS		B.B. Washington MS2		T. M. HAROLD, MS3	
16. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO		17. SPECIAL HANDLING		19. CONTAINERS RECEIVED EXCEPT AS NOTED	
18. ISSUED BY		CONTAINER		DATE	
CHECKED BY		TAINER		BY	
RECA-PITU-LA-TION		DESCRIPTION		SHEET TOTAL	
OF		TOTAL WEIGHT		GRAND TOTAL	
SHI-MEN		TOTAL CUBE		134.21	
DD FORM 1149		TOTAL		134.21	
DD FORM 1149 (9 - PT)		51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83		99 100	
1 MAR 59		REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED		S/N 0102-LF-011-180	

F82720001 TIME: 15:45		USS DUARTE (DDG 90) (V211111)		*** SUBSISTENCE LEDGER (NAVSUP FORM 335)		DATE: 15JUL98 PAGE: 2	
NAVSUP FORM 335 (Rev. 2-78)		S/N 0108-LF-500-3350		SUBSISTENCE LEDGER (4442)		STOCK NO. 8910006160051	
HIGH LIMIT: 203		LOW LIMIT: 95		UNIT OF ISSUE: LB		ITEM S14, EGG, WHOLE, TABLE TYPE, 10 LB	
1998		MO. & DAY		PRICE		EXPENDITURES	
04/01		05 28		15.00		AL MESS CUM. TOTAL	
04/26		05 29		30.00		OTHER	
04/26		05 30		15.00		ON HAND	
04/26		05 31		30.00		1998	
04/26		06 01		15.00		MO. & DAY	
04/26		06 02		60.00		RECEIPTS	
04/26		06 02		90.00		GENERAL MESS ISSUED	
04/26		06 02		30.00		CUM. TOTAL	
04/26		06 03		15.00		OTHER	
04/26		06 04		30.00		ON HAND	
04/26		06 05		15.00		1998	
04/26		06 06		30.00		MO. & DAY	
04/26		06 07		15.00		RECEIPTS	
04/26		06 08		30.00		GENERAL MESS ISSUED	
04/26		06 09		30.00		CUM. TOTAL	
04/26		06 10		30.00		OTHER	
04/26		06 11		120.00		ON HAND	
04/26		06 12		15.00		1998	
04/26		06 13		15.00		MO. & DAY	
04/26		06 14		15.00		RECEIPTS	
04/26		06 15		15.00		GENERAL MESS ISSUED	
04/26		06 16		15.00		CUM. TOTAL	
04/26		06 17		15.00		OTHER	
04/26		06 18		15.00		ON HAND	
04/26		06 19		15.00		1998	
04/26		06 20		15.00		MO. & DAY	
04/26		06 21		15.00		RECEIPTS	
04/26		06 22		15.00		GENERAL MESS ISSUED	
04/26		06 23		15.00		CUM. TOTAL	
04/26		06 24		15.00		OTHER	
04/26		06 25		15.00		ON HAND	
04/26		06 26		15.00		1998	
04/26		06 27		15.00		MO. & DAY	
04/26		06 28		15.00		RECEIPTS	
04/26		06 29		15.00		GENERAL MESS ISSUED	
04/26		06 30		15.00		CUM. TOTAL	
04/26		06 31		15.00		OTHER	
04/26		06 32		15.00		ON HAND	
04/26		06 33		15.00		1998	
04/26		06 34		15.00		MO. & DAY	
04/26		06 35		15.00		RECEIPTS	
04/26		06 36		15.00		GENERAL MESS ISSUED	
04/26		06 37		15.00		CUM. TOTAL	
04/26		06 38		15.00		OTHER	
04/26		06 39		15.00		ON HAND	
04/26		06 40		15.00		1998	
04/26		06 41		15.00		MO. & DAY	
04/26		06 42		15.00		RECEIPTS	
04/26		06 43		15.00		GENERAL MESS ISSUED	
04/26		06 44		15.00		CUM. TOTAL	
04/26		06 45		15.00		OTHER	
04/26		06 46		15.00		ON HAND	
04/26		06 47		15.00		1998	
04/26		06 48		15.00		MO. & DAY	
04/26		06 49		15.00		RECEIPTS	
04/26		06 50		15.00		GENERAL MESS ISSUED	
04/26		06 51		15.00		CUM. TOTAL	
04/26		06 52		15.00		OTHER	
04/26		06 53		15.00		ON HAND	
04/26		06 54		15.00		1998	
04/26		06 55		15.00		MO. & DAY	
04/26		06 56		15.00		RECEIPTS	
04/26		06 57		15.00		GENERAL MESS ISSUED	
04/26		06 58		15.00		CUM. TOTAL	
04/26		06 59		15.00		OTHER	
04/26		06 60		15.00		ON HAND	
04/26		06 61		15.00		1998	
04/26		06 62		15.00		MO. & DAY	
04/26		06 63		15.00		RECEIPTS	
04/26		06 64		15.00		GENERAL MESS ISSUED	
04/26		06 65		15.00		CUM. TOTAL	
04/26		06 66		15.00		OTHER	
04/26		06 67		15.00		ON HAND	
04/26		06 68		15.00		1998	
04/26		06 69		15.00		MO. & DAY	
04/26		06 70		15.00		RECEIPTS	
04/26		06 71		15.00		GENERAL MESS ISSUED	
04/26		06 72		15.00		CUM. TOTAL	
04/26		06 73		15.00		OTHER	
04/26		06 74		15.00		ON HAND	
04/26		06 75		15.00		1998	
04/26		06 76		15.00		MO. & DAY	
04/26		06 77		15.00		RECEIPTS	
04/26		06 78		15.00		GENERAL MESS ISSUED	
04/26		06 79		15.00		CUM. TOTAL	
04/26		06 80		15.00		OTHER	
04/26		06 81		15.00		ON HAND	
04/26		06 82		15.00		1998	
04/26		06 83		15.00		MO. & DAY	
04/26		06 84		15.00		RECEIPTS	
04/26		06 85		15.00		GENERAL MESS ISSUED	
04/26		06 86		15.00		CUM. TOTAL	
04/26		06 87		15.00		OTHER	
04/26		06 88		15.00		ON HAND	
04/26		06 89		15.00		1998	
04/26		06 90		15.00		MO. & DAY	
04/26		06 91		15.00		RECEIPTS	
04/26		06 92		15.00		GENERAL MESS ISSUED	
04/26		06 93		15.00		CUM. TOTAL	
04/26		06 94		15.00		OTHER	
04/26		06 95		15.00		ON HAND	
04/26		06 96		15.00		1998	
04/26		06 97		15.00		MO. & DAY	
04/26		06 98		15.00		RECEIPTS	
04/26		06 99		15.00		GENERAL MESS ISSUED	
04/26		06 100		15.00		CUM. TOTAL	
04/26		06 101		15.00		OTHER	
04/26		06 102		15.00		ON HAND	
04/26		06 103		15.00		1998	
04/26		06 104		15.00		MO. & DAY	
04/26		06 105		15.00		RECEIPTS	
04/26		06 106		15.00		GENERAL MESS ISSUED	
04/26		06 107		15.00		CUM. TOTAL	
04/26		06 108		15.00		OTHER	
04/26		06 109		15.00		ON HAND	
04/26		06 110		15.00		1998	
04/26		06 111		15.00		MO. & DAY	
04/26		06 112		15.00		RECEIPTS	
04/26		06 113		15.00		GENERAL MESS ISSUED	
04/26		06 114		15.00		CUM. TOTAL	
04/26		06 115		15.00		OTHER	
04/26		06 116		15.00		ON HAND	
04/26		06 117		15.00		1998	
04/26		06 118		15.00		MO. & DAY	
04/26		06 119		15.00		RECEIPTS	
04/26		06 120		15.00		GENERAL MESS ISSUED	
04/26		06 121		15.00		CUM. TOTAL	
04/26		06 122		15.00		OTHER	
04/26		06 123		15.00		ON HAND	
04/26		06 124		15.00		1998	
04/26		06 125		15.00		MO. & DAY	
04/26		06 126		15.00		RECEIPTS	
04/26		06 127		15.00		GENERAL MESS ISSUED	
04/26		06 128		15.00		CUM. TOTAL	
04/26		06 129		15.00		OTHER	
04/26		06 130		15.00		ON HAND	
04/26		06 131		15.00		1998	
04/26		06 132		15.00		MO. & DAY	
04/26		06 133		15.00		RECEIPTS	
04/26		06 134		15.00		GENERAL MESS ISSUED	
04/26		06 135		15.00		CUM. TOTAL	
04/26		06 136		15.00		OTHER	
04/26		06 137		15.00		ON HAND	
04/26		06 138		15.00		1998	
04/26		06 139		15.00		MO. & DAY	
04/26		06 140		15.00		RECEIPTS	
04/26		06 141		15.00		GENERAL MESS ISSUED	
04/26		06 142		15.00		CUM. TOTAL	
04/26		06 143		15.00		OTHER	
04/26		06 144		15.00		ON HAND	
04/26		06 145		15.00		1998	
04/26		06 146		15.00		MO. & DAY	
04/26		06 147		15.00		RECEIPTS	
04/26		06 148		15.00		GENERAL MESS ISSUED	
04/26		06 149		15.00		CUM. TOTAL	
04/26		06 150		15.00		OTHER	
04/26		06 151		15.00		ON HAND	
04/26		06 152		15.00		1998	
04/26		06 153		15.00		MO. & DAY	
04/26		06 154		15.00		RECEIPTS	
04/26		06 155		15.00		GENERAL MESS ISSUED	
04/26		06 156		15.00		CUM. TOTAL	
04/26		06 157		15.00		OTHER	
04/26							

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POSTING OTHER SALES TO THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

SHIPPING CONTAINER TALLY																			1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50																		
REQUISITION AND INVOICE/SHIPPING DOCUMENT																			15. REQUISITION DATE																		
1. FROM																			6. REQUISITION NUMBER																		
(Name of activity requesting the food items)																			7. DATE MATERIAL REQUIRED																		
2. TO																			8. PRIORITY																		
Food Service Officer																			9. AUTHORITY OR PURPOSE																		
USS Duarte (DDG 90)																			10. SIGNATURE																		
3. SHIP TO - MARK FOR																			11. VOUCHER NUMBER AND DATE																		
(Name of activity receiving the food items requested)																			12. DATE SHIPPED																		
4. APPROPRIATION AND SUBHEAD																			13. MODE OF SHIPMENT																		
OBJ. CL.																			14. BILL OF LADING NUMBER																		
BUR. CONT. NO.																			15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.																		
SUBAL. LOT																			16. RECEIPT VOUCHER NO.																		
AUTHORIZATION ACT'G ACTIVITY																			17. SPECIAL HANDLING																		
TRANS. TYPE																			PROPERTY ACT'G ACTIVITY																		
COUNTRY CODE																			COST CODE																		
AMOUNT																			134.21																		
UNIT NO.																			FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES																		
(a)																			(b)																		
0001																			8905001287914, ADP, CLAMS, MINCED, 49 OR 51 OZ																		
0002																			8915002050938, C56, JUICE, PINEAPPLE, 5 1/2 - 6 OZ																		
0003																			8915001279772, D60, PUMPKIN, #2 1/2																		
0004																			8920012263368, G15, RICE, LONG GRAIN & WILD RICE 36 OZ																		
0005																			8910006160051, S14, EGG, WHOLE, TABLE TYPE, 10 LB																		
0006																			8945006160091, Y56, SHORTENING COMPOUND, GEN. PURP. 50 LB																		
W.B. Elles ENS																			B.B. Washington MS2																		
W. B. ELLIS, ENS, SC, USN																			B. B. WASHINGTON, MS2																		
J.M. Harold MS3																			T. M. HAROLD, MS3																		
16. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO																			17. SPECIAL HANDLING																		
18. ISSUED BY																			CONTAINER																		
RECA-PTU-LA-TION																			TYPE TAINER																		
CHECKED BY																			DESCRIPTION																		
SHIPMENT																			BY																		
PAID																			BY																		
DATE																			DATE																		
DD FORM 11																			134.21																		
1 MAR 59																			134.21																		
DD FORM 1149																			134.21																		
REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED																			S/N 0102-LF-011-1801																		

F84600001 TIME: 12:48										*** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) ***										DATE: 15JUL98 PAGE: 1									
RECORD OF RECEIPTS AND EXPENDITURES (4442)										ACTIVITY USS DUARTE (DDG 90)										COMMANDING OFFICER 28881888 U.I.C V21111									
NAVSUP FORM 367 (REV. 1-80) S/N 0108-LF-500-3670										FPO-AE										U.I.C									
RECEIPTS										EXPENDITURES																			
*1998										*1998																			
Mo.	Day	SOURCE	DOCUMENT NO.	VALUE	Mo.	Day	ACTIVITY/PURPOSE	DOCUMENT NO.	VALUE																				
4	1	INVENTORY BROUGHT FORWARD		22,020.7651	4	30	ALL OTHERS (ISSUES+GPBP-RETURNS)		24.4600																				
4	1	DOUGHTIES	8091 101 9X83	1,169.1729	5	31	ALL OTHERS (ISSUES+GPBP-RETURNS)		37.5200																				
4	1	COCA-COLA USA	8091 9P70 9Z26	366.3000	6	30	SURVEY	8181 0001	860.3000																				
4	1	MARVA MAID DAIRY	8091 9U46 9Z07	35.9280	6	30	WARDROOM MESS (ISSUES+GPBP-RETURNS)		164.8100																				
4	3	DOUGHTIES	8093 101 9X86	57.3920	6	30	ALL OTHERS (ISSUES+GPBP-RETURNS)		153.8400																				
4	3	MARVA MAID DAIRY	8093 9U93 9Z07	123.3280	6	30	(ACTIVITY NAME)		134.2100																				
4	3	KOTARIDES BAKING	8093 9U67	351.4500	6	30	EXPENDITURE WITHOUT SURVEY	8181 9V03	49.8600																				
4	3	MARVA MAID DAIRY	8093 9X91 9X95	114.6528	6	30	ISSUES TO THE GENERAL MESS		49,616.2056																				
4	7	DOUGHTIES	8093 101 9X86	861.9286	6	30	INVENTORY		26,745.8085																				
4	7	NSC CHARLESTON	8097 101 9U43	498.8000	6	30	SUBTOTAL		77,660.4041																				
4	7	DOUGHTIES	8097 102 9X79	1,603.0451	6	30	PRICE ADJUSTMENT		-2,068.5483																				
4	8	MARVA MAID DAIRY	8098 9X91 9X95	122.2128	6	30	TOTAL		75,591.8558																				
4	9	MARVA MAID DAIRY	8099 9U93 9Z07	1,900.7000																									
4	10	KOTARIDES BAKING	8100 9U67	364.9500																									
4	14	DOUGHTIES	8099 101 9Y56	1,740.5755																									
4	14	NSC CHARLESTON	8104 102 9U41	318.4000																									
4	16	DOUGHTIES	8104 101 9X88	873.9577																									
4	16	MARVA MAID DAIRY	8106 9U93 9Z07	103.4560																									
4	17	KOTARIDES BAKING	8107 9U67	322.2000																									
4	20	MARVA MAID DAIRY	8110 9U93 9Z07	159.3560																									
4	20	MARVA MAID DAIRY	8110 9X91 9Z56	143.8656																									
4	21	DOUGHTIES	8106 101 9Y19	761.7118																									
4	22	NSC CHARLESTON	8112 101 9U43	389.3700																									

Figure 6-17

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CASH COLLECTION VOUCHER (DD FORM 1131)

CASH COLLECTION VOUCHER		DISBURSING OFFICE COLLECTION VOUCHER NO. CS-25		
		RECEIVING OFFICE COLLECTION VOUCHER NO.		
R E C E I V I N G	ACTIVITY (Name and location) (Include ZIP Code) COMMANDING OFFICER USS DUARTE (DDG) FPO-AE 28882-1888			
	RECEIVED AND FORWARDED BY (Printed name, title and signature) PAUL H. DEDERICK, FINANCIAL MANAGER			DATE 06/29/98
D I S B U R S I N G	ACTIVITY (Name and location) (Include ZIP Code) DISBURSING OFFICE,			
	DISBURSING OFFICER (Printed name, title and signature) DAVID W. BALL LT DISBURSING OFFICER		DISBURSING STATION SYMBOL NO. 5040	DATE RECEIVED SUBJECT TO COLLECTION 23 Dec 19XX
PERIOD: FROM TO				
DATE RECD	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
22 DEC	COLUMBINE COUNCIL OF ACT INC CHECK #242 DATED 20 Dec 19XX IN PAYMENT OF ACT 8, 9, 10, & 12		12.00	5793840 559-41B4 59296G P448.02 480.27 C98 S410601
			10.20	5793840 559 41B4 59296G P448.02 480.37 C98 S410601
			14.70	5793840 559-41B4 59296G P448.08 492.07 C98 S410601
			11.68	5793840 559-41B4 59296G P448.08 495.07 C98 S410601
TOTAL			48.58	

DD Form 1131, APR 57
125/153

REPLACES EDITION OF 1 APR 56 WHICH IS OBSOLETE.

Form approved by Comptroller General, U.S.
24 January 1958

Figure 6-18

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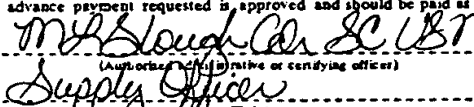
**BILLING AND COLLECTION OF OTHER SALES ON VOUCHER FOR TRANSFER
BETWEEN APPROPRIATION AND/OR FUNDS (STANDARD FORM 1080)**

Standard Form 1080 Revised May 1970 2 Treasury FRM 2500 1080-108-03 S/N 0109-202-6205		VOUCHER FOR TRANSFERS BETWEEN APPROPRIATIONS AND/OR FUNDS		VOUCHER NO. 00000045	
Department, establishment, bureau, or office billing FOOD SERVICE OFFICER US NAVAL STATION DUARTE 100 SOUTH BEND AVE. SAN DIEGO CALIF. 00001-0002 Department, establishment, bureau, or office billed • FOOD SERVICE DEPARTMENT US NAVAL HOSPITAL BALBOA SAN DIEGO, CALIF. 92167-4709				SCHEDULE NO.	
				BILL NO. N05504-3271-4709	
				PAID BY	

ORDER NO.	DATE OF DELIVERY	ARTICLES OR SERVICES	QUAN- TITY	UNIT PRICE		AMOUNT DOLLARS AND CENTS
				COST	PER	
		SUBSISTENCE FOR THE MONTH OF SEPT. '93				
		V21 CARROTS	150	.27	LB	40.50
		V27 CELERY	220	.45	LB	99.00
		V42 CUCUMBER	125	.48	LB	60.00
		V72 LETTUCE	130	.83	LB	107.90
		V83 ONIONS	200	.32		64.00
		W03 PEPPERS, GREEN	50	.98	LB	49.00
		W41 TOMAOES	160	.67	LB	106.20
TOTAL						\$677.60

Remittance in payment hereof should be sent to—

ACCOUNTING CLASSIFICATION - Billing Office							
Appropriation Symbol and Subhead	Object Class	Bureau Cont. and Subhead. No.	Auth. Acctg. Activity	T Y P E	Property Acctg. Activity	Cost Code	Amount
17-1804.22TF	000	00031	068732	3C	003273	0N0550473110	\$677.60

CERTIFICATE OF OFFICE BILLED	
I certify that the above articles were received and accepted or the services performed as stated and should be charged to the appropriation(s) and or fund(s) as indicated below; or that the advance payment requested is approved and should be paid as indicated.	
28 Sep 93 (Date)	 (Authorized representative or certifying officer)

ACCOUNTING CLASSIFICATION - Office Billed							
1731804.6284	000	04709	0	068566	2D	000562	00581A35FT37
							\$677.60

Print by Check No.

Figure 6-19

PART E: CLOSING THE GENERAL MESS

6400 GENERAL

Upon notification of decommissioning, deactivation or extended closure, and not to conflict with instructions provided by type commanders or higher authority, requisitions for replenishment will be adjusted for acquisition of only essential food items required for the duration of active status. Menus will be adjusted to use on hand stocks as much as possible. Every effort will be made to use or transfer all food items considered fit for consumption prior to the disestablishment of the general mess. In no case will food that is fit for consumption be destroyed and/or surveyed. Food will be distributed in accordance with para 3402.

6401 IDENTIFICATION OF REQUIREMENTS

The first step to expending stocks at a general mess scheduled for closure is to determine what stocks on board must be retained to support the anticipated customer base and menu until deactivation. These should be identified and segregated if possible. All remaining stocks should then be inspected by qualified medical/veterinary personnel. Unfit items should be certified as such and surveyed in accordance with paras. 6001 and 6002. Shelf life extensions should be made as appropriate. This process should be accomplished as far in advance as three to six months if possible.

6402 EXPENDITURE OF STOCKS

1. DISPOSING OF EXCESS STOCKS PROCEDURES. Stocks not required, as determined in para. 6501, are candidates for expenditures in accordance with the provisions of Parts A, B, C, and D of this chapter. The suggested sequence of steps to dispose of excess stocks is as follows:

- a. Survey all material certified by medical/veterinary personnel to be unfit for consumption in accordance with paras. 6001 and 6002.
- b. Attempt transfers without charge to other ships and stations in the vicinity in accordance with para. 6202.
- c. Attempt sales to Military Sealift Command Civil Service manned ships and authorized messes in accordance with paras. 6306 and 6307.
- d. Request squadron, type command or claimant assistance for redistribution within the claimancy if necessary.
- e. Remaining food products fit for consumption should be sent to Defense Reutilization and Marketing Office (DRMO) per para 3402.

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CHAPTER 7

GENERAL MESS REPORTS, INVENTORY, AND FINANCIAL RETURNS

Part A - MONTHLY REPORTS

Ration And Sales Report (NAVSUP Form 1357)	7000
Preparation of the NAVSUP Form 1357.....	7001
Distribution of the NAVSUP Form 1357	7002
Nonavailability of Disbursing Officer.....	7003
Preparation of NAVSUP Form 1357 for Fleet Ballistic Missile Submarines.....	7004
Procedures for Submitting Corrected NAVSUP Form 1357	7005

Part B - INVENTORY

General Information	7100
Inventory Management.....	7101
Preparing for Inventories.....	7102
Quarterly Full Inventory Procedures.....	7103

Part C - PREPARATION OF FINANCIAL RETURNS

Section I - CLOSING OUT RECORDS

General	7200
Subsistence Ledger (NAVSUP Form 335)	7201
Quarterly Summary of Issues to the General Mess (NAVSUP Form 1059).....	7202
Record of Receipts and Expenditures (NAVSUP Form 367).....	7203

Section II - GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358)

General	7210
Preparation of the NAVSUP Form 1358.....	7211

Part D - SUBMITTING, RETAINING AND DISPOSITION OF FINANCIAL RETURNS

Section I - SUBMITTING FINANCIAL RETURNS

When Submitted	7300
Relief of the Accountable Food Service Officer	7301
Delay, Delinquency and Undeposited Funds	7302

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Merged Returns	7303
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CHAPTER 7

GENERAL MESS REPORTS, INVENTORY, AND FINANCIAL RETURNS

PART A: MONTHLY REPORTS

7000 RATION AND SALES REPORT (NAVSUP FORM 1357)

1. PURPOSE. The Ration and Sales Report (NAVSUP Form 1357) (Figure 7-1) is the principal monthly food service report. Essential information on the report is:

- a. Receipts with charge,
- b. Rations fed,
- c. Cash sales transactions,
- d. Cash deposits.

2. SUBMISSION. The electronic copy of the NAVSUP Form 1357 will be electronically transmitted to SUP 51 not later than the 5th day of the month following the end of the reporting period. For automated activities, the NAVSUP Form 1357 is prepared in an original and one copy. Copy 1 is provided to the Disbursing Officer. The NAVSUP Form 1357 will be transmitted to SUP 51 by SALTS or other electronic means not later than the 5th day of the month following the end of the reporting period. Detailed procedures are in Appendix A.

a. If due to operational necessity, the NAVSUP Form 1357 cannot be submitted on or before the date required, a message will be sent to SUP 51 (copy to applicable (TYCOM) Type Commander) explaining the delay and specifying the amount of receipts with charge. As an interim measure submarines submitting late returns due to operational necessity forward total receipts with charge to date to SUP 51 via electronic means. The message should be transmitted as soon as administrative messages can be released. All money values in the "Receipts with Charge" block and "Cash Statement" section will be rounded to the nearest dollar. Do not report cents (.00).

b. The NAVSUP Form 1357 will be electronically transmitted to SUP 51 for each month even though the general mess is temporarily closed. (If the general mess is expected to be closed).

c. Any undeposited sales outstanding at the end of the fiscal year (30 September) must be carried forward on a NAVSUP Form 1357 separate from NAVSUP Form 1357 being opened for the new fiscal year. This will result in the electronic submission of two Ration and Sales Reports until all collections from the prior fiscal year are reported as deposited. The Ration and Sales Report being opened for the new fiscal year will show \$0 as the opening entry for undeposited sales. If undeposited sales at fiscal year end cause submission of two NAVSUP Forms 1357 for the same month, they must be annotated at the top to indicate the fiscal year to which they apply. Refer to NAVSUP Note 7300 for additional guidance.

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7001 PREPARATION OF THE NAVSUP FORM 1357

1. HEADING AND ACCOUNTING CLASSIFICATION SECTIONS. Disbursing officers are required to submit their financial reports on the first workday of each month. They use the "Certification" section of the NAVSUP Form 1357 to substantiate any deposits made by the Food Service Officer during the previous month. Food Service Officers will complete the "Heading" and "Accounting Classification" sections of the NAVSUP Form 1357 as follows: For automated activities, all information will be entered automatically by FSM during processing of the NS 1357.

a. Heading

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Activity	Enter name and complete mailing address including zip code.
Period	Enter the "from" and "to" dates the general mess operated.
Facility Operated	Enter the number of days the general mess was in operation.
U.I.C.	Enter the unit identification code (without alphabetic prefix).
b. Accounting Classification	(Figure 7-2)
(1) Sales:	
Appropriation:	Enter the last digit of the fiscal year of the report between 17 and 1453.
Subhead	2241(Ensure preprinted form is correct or make pen and ink correction.)
Obj. Class.	(See Note 1 if sales are made while overseas.)
Cost Code	12 digits consisting of 0, followed by the service designator and UIC of the activity followed by 73170 (afloat), 73110 (ashore in US) or 73160 (ashore in Alaska, Hawaii and overseas).
Country Code	(See Note 1 if sales are made while overseas.)
Amount	Enter the total dollar value of collections during the month that represent meal and food sales for the month. Do not include surcharges collected in this block.

(2) Surcharge O&MN:

Appropriation	Enter the last digit of the fiscal year of the report between 17 and 1804.
Obj. Class.	(See Note 1 if sales are made overseas.)

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Sub Head	(See Note 5)
Obj. Class.	(See Note 5)
Bureau Cont. No.	(See Note 5)
Sub Allot.	(See Note 5)
Auth'n Acct'g Act'y	(See Note 5)
Trans Type	(See Note 5)
Prop. Acct'g Act'y	(See Note 5)
Cost Code	(See Note 5)
Amount	Afloat - No value will be entered in this block since 100% of all surcharges will be entered in the Surcharge-O&MN block. Ashore - No value will be entered in this block since 100% of all surcharges will be entered in the Surcharge-O&MN block.

Note #1: COUNTRY CODE AND SOURCE CODE REQUIREMENTS. The Sale of meals to foreign national personnel overseas (including surcharges and flight meals) affect the international balance of payments. Navy general messes located at overseas shore installations and United States ships homeported in foreign countries selling meals or food items, must include a country code (Navy Comptroller Manual, para. 027002) and a collection source code (Navy Comptroller Manual, para. 027004) when reporting sales on the NAVSUP Form 1357. Source Code 20 will be used for receipts from sales to U.S. personnel. Source Code 37 will be used for receipts from sales to foreign national personnel. The following example is provided to show sales made by a Navy general mess in Italy:

- a. sales to United States personnel and dependents
 - (1) country code: IT (Italy)
 - (2) source code: 20
- b. sales to foreign national personnel (Including those attached to a NATO command)
 - (1) country code: IT (Italy)
 - (2) source code: 37
- c. sales to authorized private messes
 - (1) country code: US (United States)
 - (2) source code: none

The country code will be inserted after the "Country code" caption on the left side of the line bearing the "Accounting Classification" caption on the NAVSUP Form 1357. The source code will be entered on the left of the preprinted "7" in the "Obj. class." column. Separate NAVSUP Forms 1357 will be electronically transmitted for each type of collection source code transaction made during a reporting period.

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Note #2: SURCHARGE ALLOCATION FOR ASHORE GENERAL MESSES. All surcharge funds will be credited to the O&MN account.

Note #5: Proper O&MN accounting citation must be obtained from major claimant/type commander or local comptroller.

2. CERTIFICATION SECTION

a. After the Food Service Officer has completed the "Heading" and "Accounting Classification" sections, the NAVSUP Form 1357 will be presented to the Disbursing Officer:

- (1) concurrent with or after the last deposit made during the report period;
- (2) on or before the last day of the month;
- (3) if the general mess returns are submitted on the relief of the Food Service Officer or Commanding Officer aboard ships without a Supply Corps Officer; and
- (4) each time cash is deposited with a different Disbursing Officer.

b. Disbursing Officers will complete the "Certification" section ensuring (Figure 7-2):

- (1) the date of deposit is within the "Period" in the "Heading", and
- (2) the total amount of cash received agrees with the total of "Sales" and "Surcharge" reported in the "Accounting Classification" section.

3. RECEIPTS WITH CHARGE, RATION BREAKDOWN AND CASH STATEMENT SECTIONS. No later than the 5th day of the month following the period of report, the NAVSUP Form 1357 will be completed as follows:

a. Receipts with Charge. Enter the total dollar value of receipts with charge during the report period. This value can be obtained by adding all receipts in the "Receipts with Charge" file. This value can also be obtained from the Record of Receipts and Expenditures (NAVSUP Form 367) by adding all receipts not annotated with "w/o" in the left hand margin. Round the value to the nearest whole dollar. Do not include cents. (Figure 7-3)

b. Ration Breakdown Ashore. Enter the total rations fed by category and rations sold for cash extracted from the Recapitulation of Meal Record (NAVSUP Form 1292) in accordance with para. 2305 (Figure 7-4). Gains due to rounding of the NAVSUP Form 1292 will be added to the Navy regular block.

c. Ration Breakdown Afloat. Rations credited each day are determined on whether the ship is at sea or in port in accordance with para. 2403. Determining the ration breakdown for afloat units is done in reverse order using the NAVSUP Form 338 as follows (Figure 7-5):

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<u>Data Block and Caption</u>	<u>Instructions for 1357 Entry</u>
Block 16	Enter the cumulative total at the end of the month from column (13) extracted from the NAVSUP Form 338. During the second and third month of an accounting period, subtract the previous monthly cumulative total from the current monthly cumulative total to obtain actual "Grand Total" for the month.
Block 2	Enter the cumulative total at the end of the month from column (6) extracted from the NAVSUP Form 338. During the second and third month of an accounting period, subtract the previous monthly cumulative total from the current monthly cumulative total to obtain actual "Total" of meals sold for cash for the month.
Blocks 3-14	Enter the total number of rations fed for the month obtained from local records or Certification forms prepared by the Food Service Officer for all categories listed in these blocks.
Block 15	Enter the sum of all rations listed in blocks 3-14.
Block 1	Enter the difference between "Total Other Personnel" block 15 and "Grand Total" block 16.
NOTE ON RATION BREAKDOWN: Ensure all rations annotated with a <u>2</u> / have a certification prepared and forward to SUP 51, except line 10a and 10b (National Guard).	

d. Cash Statement

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Line (1)	Enter the value from line (5) of the previous monthly NAVSUP Form 1357. The data on this line represents all cash on hand and/or uncollected bills representing cash in the Food Service Officer's accountability on the first day of the report period. (Figure 7-6)
Line (2a)	Enter the value of all meals sold, collected or uncollected, for the current month, excluding surcharges, extracted from the Cash Meal Payment Book (DD Form 1544) and the Sale of General Mess Meals (NAVSUP Form 1046).
Line (2b)	Leave Blank
Line (2c)	Enter the total value of food items sold from the general mess for the report period. This value is extracted from the billing documents to private messes and DD Form 1149 billing documents for transfers with reimbursement or other sales. (Figure 7-7).

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- Line (2d) Enter the sum of lines 2a, 2b and 2c. This line represents the total of sales transactions for the report period.
- Line (2e) Enter the total value of surcharges collected or uncollected for meals sold from the general mess extracted from the Cash Meal Payment Book (DD Form 1544) and the Sale of General Mess Meals (NAVSUP Form 1046). (Figure 7-8).
- Line (2f) Enter the sum of lines 2d and 2e. The line represents the increased accountability generated during the period by the Food Service Officer regardless whether deposited or undeposited.
- Line (3) Enter the total value of deposits made with the Disbursing Officer during the report period extracted from the Cash Receipt Book (NAVSUP Form 470). This value must agree with the value contained in the "Certification" block of the NAVSUP Form 1357 (Figure 7-9).
- Line (4) Enter the total value of other sales of meals for which cash was not collected. This will include payment by voucher transfer between accounting classifications, cash overages/shortages and differences in rounding. Document will be maintained by the FSO and provided to SUP 51 upon request. Examples of entries on this line which will be included as explanations on the reverse side of the NAVSUP Form 1357 include:
- a. cash overages and shortages (including thefts) \$5 or less generated during the month,
 - b. cash overages/shortages exceeding \$5 will be reported on line 4 upon receipt of a letter from SUP 51 granting authority to reduce accountability,
 - c. differences due to rounding to the nearest dollar when preparing the cash statement,
 - d. total value of meals sold for which payment has been reported to a Disbursing Officer on other documents, such as Voucher for Transfers Between Appropriations and/or Funds (Standard Form 1080), Voucher for Cash Collection (DD Form 1131), Military Pay Order (NAVCOMPT FORM 3060), or other forms that serve the same purpose. These documents substantiate non-cash sales, sales, such as pay record checkage on fleet ballistic missile submarines, sales to foreign food service employees, sales to hospitals for patients, etc., and
 - e. surcharge values transferred to appropriation, Operation and Maintenance, Navy, with copy of the transfer document attached (for appropriation only).

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Line (5) Enter the total of the following equation: $1 + 2f - 3 - 4$. Data in this line represents all cash on hand or uncollected and/or vouchers representing cash in the Food Service Officer's accountability on the last day of the report period. This amount will be reported on line 1 of the next months NAVSUP Form 1357 (Figure 7-10).

Food Service Officer Signature and Date The Food Service Officer will sign and insert the typed name, rank and date after all segments of NAVSUP Form 1357 have been completed (Figure 7-10).

7002 DISTRIBUTION OF THE NAVSUP FORM 1357

Distribution of the Ration and Sales Report (NAVSUP Form 1357) is as follows:

- a. Original – Hard copy retained by the Food Service Officer and placed with the retained returns,
- b. Copy 1 - Provided to the Disbursing Officer.

When deposits are made retain the original document signed by the Disbursing Officer.

For automated activities, an electronic copy is forwarded to SUP 51. The NAVSUP Form 1357 is transmitted to NAVSUP via SALTS or other expeditious electronic means.

7003 NONAVAILABILITY OF DISBURSING OFFICER

When, because of non-availability of a Disbursing Officer, funds in the custody of the Food Service Officer will be deposited with any government Disbursing Officer (e.g. other services finance officers, other ships Disbursing Officers, etc.). If they cannot be deposited, on or before the last day of the month, a Ration and Sales Report (NAVSUP Form 1357) will be prepared by the Food Service Officer in an original and one copy. If funds cannot be deposited in accordance with paragraph 2202.3, contact your TYCOM representative for guidance.

7004 PREPARATION OF NAVSUP FORM 1357 FOR FLEET BALLISTIC MISSILE SUBMARINES

Cash collection, deposit, and preparation of the Ration and Sales Report (NAVSUP Form 1357) for the sale of meals aboard fleet ballistic missile submarines will be on a patrol basis rather than on a monthly basis. Collection for sale of meals may be made by pay record checkage in accordance with the Navy Pay and Personnel Procedures Manual, para. 30122 (Table 3-1-7), if desired. If a patrol of an FBM submarine extends into a new fiscal year, a separate NAVSUP Form 1357 will be electronically transmitted for that part of the patrol which occurred in each fiscal year.

7005 PROCEDURES FOR SUBMITTING CORRECTED NAVSUP FORM 1357

1. GENERAL. As the result of discovered errors or omissions, submission of a corrected Ration and Sales Report will be necessary. Any errors in undeposited sales at the beginning or end of a month/patrol cycle will affect preceding/subsequent submittals.

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2. PROCEDURES WHEN SUBMITTING A MANUAL CORRECTED REPORT

- a. All entries which reflect corrected figures, will be annotated with one asterisk (*) on the original and copy. (Figure 7-11)
- b. Two asterisks (**) will be placed next to figures on the original and copy for which supporting documentation/certification were not previously submitted, but are now included.
- c. Errors in the Disbursing Officer's certification section require that the section be filled out completely and signed by the Disbursing Officer. If there are no errors in this section, it will be completed in its entirety with the exception of the signature block. The word "SIGNED" will be entered in place of the Disbursing Officer's signature and initialed by the Food Service Officer.
- d. Each corrected NAVSUP Form 1357 that is retained in the accountability file will be annotated on the top with "CORRECTED REPORT NO. (insert no.)". The corrected reports for the month/patrol cycle will be numbered consecutively.
- e. The Food Service Officer will sign and insert the typed name, rank and current date after all sections of the NAVSUP Form 1357 have been completed and proper documentation attached to the original and copy.

3. PROCEDURES WHEN SUBMITTING AN AUTOMATED CORRECTED REPORT. Each time a change is made within the FSM that affects the 1357 you must reprint a new 1357. Reprinting the 1357 will overwrite the 1357 that is in the Automated Data Transfer Function of the FSM. The newly reprinted 1357 should be the one that is re-transmitted via Streamlined Automated Logistics Transmission System (SALTS) for corrected copy. It is not necessary to indicate corrected copy. Supporting documents that were not previously submitted, but are now included will have to be reported via mail.

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RATION AND SALES REPORT (NAVSUP FORM 1357)

F84500001 TIME: 13:31		*** RATIONS AND SALES REPORT (NAVSUP FORM 1357) ***		DATE: 15JUL98 PAGE: 1	
RATIONS AND SALES REPORT NAVSUP FORM 1357 (SPT) (REV.12-81)		NAVSUP REPORT:7330-47			
ACTIVITY (NAME AND MAILING ADDRESS) NAVAL STATION DUARTE COMMANDING OFFICER NAVAL STATION DUARTE FPO-AE 28882-1888		PERIOD 1 Jun 1998 THRU 30 Jun 1998	FACILITY OPERATED (No. of days) 30	UIC 21111	

RECEIPTS 1/ WITH CHARGE	AMOUNT (Nearest dollar) 23,417	CASH STATEMENT																																																																																						
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2">RATION BREAKDOWN</th> </tr> <tr> <th>TYPE OF PERSONNEL AND CODE</th> <th>RATIONS FED</th> </tr> <tr> <td>Navy Regular 1/</td> <td>1 287</td> </tr> <tr> <td>Other</td> <td>****</td> </tr> <tr> <td>Rations sold for cash</td> <td>2 337</td> </tr> <tr> <td>Reserve</td> <td>3 59</td> </tr> <tr> <td>ROTC 2/</td> <td>4</td> </tr> <tr> <td>Midshipmen 2/ (Naval Academy)</td> <td>5</td> </tr> <tr> <td>Regular</td> <td>6 2,255</td> </tr> <tr> <td>Reserve</td> <td>7</td> </tr> <tr> <td>Regular</td> <td>8 315</td> </tr> <tr> <td>Reserve</td> <td>9</td> </tr> <tr> <td>National Guard 2/</td> <td>10</td> </tr> <tr> <td>Regular</td> <td>11</td> </tr> <tr> <td>National Guard 2/</td> <td>10</td> </tr> <tr> <td>Coast Guard 2/</td> <td>12 2</td> </tr> <tr> <td>Foreign 2/</td> <td>13</td> </tr> <tr> <td>TAR 2/ OTHER 2/</td> <td>14 2</td> </tr> <tr> <td>TOTAL OTHER PERSONNEL 1/ (Codes 2 through 14)</td> <td>15 2,970</td> </tr> <tr> <td>GRAND TOTAL 1/ (Codes 1 and 15)</td> <td>16 3,257</td> </tr> </table>		RATION BREAKDOWN		TYPE OF PERSONNEL AND CODE	RATIONS FED	Navy Regular 1/	1 287	Other	****	Rations sold for cash	2 337	Reserve	3 59	ROTC 2/	4	Midshipmen 2/ (Naval Academy)	5	Regular	6 2,255	Reserve	7	Regular	8 315	Reserve	9	National Guard 2/	10	Regular	11	National Guard 2/	10	Coast Guard 2/	12 2	Foreign 2/	13	TAR 2/ OTHER 2/	14 2	TOTAL OTHER PERSONNEL 1/ (Codes 2 through 14)	15 2,970	GRAND TOTAL 1/ (Codes 1 and 15)	16 3,257	<p>1. Undeposited sales beginning of month/patrol cycle (Line 5 previous month brought forward).....\$ 1,701</p> <p>2. Breakdown of sales *</p> <p>a. Sale of general mess meals (Excluding surcharges).....\$ 2,021</p> <p>b. Sale of special meals (NAVSUP FORM 1340).....</p> <p>c. Sale of bulk food items.....319</p> <p>d. Total sales (Sum of a, b and c).....\$ 2,340</p> <p>e. Surcharges on general mess meals.....644</p> <p>f. TOTAL (Sum of d and e).....\$ 2,984</p> <p>*Note: Only sales/surcharges made within report period are applicable</p> <p>3. Cash deposited with disbursing officer.....2,056</p> <p>4. Other sales of meals (Collection on STD FORM 1080, DD FORMS 114 & 1131).....1</p> <p>5. Undeposited sales end of month/patrol cycle (1+ 2f - 3 - 4).....\$ 2,628</p> <p>NOTE: ALL THE ABOVE VALUES ROUNDED TO NEAREST DOLLAR</p> <p>CERTIFICATION: I CERTIFY that I have received cash in the amount of \$ 2,055.65, representing deposits described above, which will be included in my statement of accountability for the period of: 1 Jun 1998 THRU 30 Jun 1998.</p> <p>DISBURSING OFFICER (Typed Name) R.C. FAMILY ENS DATE 06/30/98 D.O. SYMBOL 18888</p> <p>SIGNATURE (Rank) COLL'N VOUCHER NO. C134003</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>COUNTRY CODE:</th> <th>US</th> </tr> <tr> <th>INSERT LAST DIGIT OF CURRENT FY</th> <th>APPROPRIATION</th> <th>SUB-HEAD</th> <th>OBJ. CLASS</th> <th>BUREAU CONT NO.</th> <th>SUB ALLOT</th> <th>AUTH'N ACCT'G ACT'Y</th> <th>TRANS TYPE</th> <th>PROP. ACCT'G ACT'Y</th> <th>COST CODE (Seller's UIC, funct'l acct. no.)</th> <th>AMOUNT</th> </tr> <tr> <td>SALES</td> <td>17 8 1453</td> <td>227f</td> <td>007</td> <td>00031</td> <td>0</td> <td>068732</td> <td>3C</td> <td>008181</td> <td>0V2111173110</td> <td>\$ 1,433.65</td> </tr> <tr> <td>SURCHARGES MPN</td> <td>17 8 1453</td> <td>2202</td> <td>000</td> <td>00031</td> <td>0</td> <td>000022</td> <td>3C</td> <td>*****</td> <td>0V2111173810</td> <td>\$</td> </tr> <tr> <td>SURCHARGES O & MN</td> <td>17 8 1804</td> <td>2241</td> <td>000</td> <td>41118</td> <td>0</td> <td>068732</td> <td>2D</td> <td></td> <td>0N0010973110</td> <td>\$ 622.00</td> </tr> </table> <p>1/Total entries on this form for three months must agree with the NAVSUP Form 1358 for the same period.</p> <p>2/Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.</p> <p>FOOD SERVICE OFFICER (Signature) W.B. Ellis LTJG</p> <p>DATE 1 July 98</p>	COUNTRY CODE:	US	INSERT LAST DIGIT OF CURRENT FY	APPROPRIATION	SUB-HEAD	OBJ. CLASS	BUREAU CONT NO.	SUB ALLOT	AUTH'N ACCT'G ACT'Y	TRANS TYPE	PROP. ACCT'G ACT'Y	COST CODE (Seller's UIC, funct'l acct. no.)	AMOUNT	SALES	17 8 1453	227f	007	00031	0	068732	3C	008181	0V2111173110	\$ 1,433.65	SURCHARGES MPN	17 8 1453	2202	000	00031	0	000022	3C	*****	0V2111173810	\$	SURCHARGES O & MN	17 8 1804	2241	000	41118	0	068732	2D		0N0010973110	\$ 622.00
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Figure 7-1

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RECORDING DATA ON THE CERTIFICATION AND ACCOUNTING CLASSIFICATION SECTIONS TO THE RATION AND SALES REPORT (NAVSUP FORM 1357)

Cash deposited with the Disbursing Officer must equal the certification section of the NAVSUP form 1357 and the total dollar value deposited as recorded on the NAVSUP form 470

The sum of the values in the accounting classification section must equal the amount in the certification section

CASH RECEIPT BOOK
SHIP'S OR COMMISSARY STORE/
ENLISTED DINING FACILITY

DATE	AMOUNT IN WORDS		AMOUNT IN FIGURES
	Dollars	Cents	
2 Jun 98	Two hundred seventy seven	ninety	277 90
5 Jun 98	Two hundred thirty six	one	236 01
9 Jun 98	Two hundred sixteen	forty one	216 41
12 Jun 98	Two hundred ninety seven	fifty	297 50
16 Jun 98	Two hundred ninety nine	sixty five	199 65
19 Jun 98	Three hundred fourteen	twenty one	314 26
23 Jun 98	Two hundred ten	twenty	210 20
26 Jun 98	Three hundred three	seventy two	303 72
			2055 65

NAVSUP FORM 470

2,628

NOTE: ALL THE ABOVE VALUES ROUNDED TO NEAREST DOLLAR

CERTIFICATION: I CERTIFY that I have received cash in the amount of \$ 2,055.65, representing deposits described above, which will be included in my statement of accountability for the period of: 1 Jun 1998 THRU 30 Jun 1998.

DISBURSING OFFICER (Typed Name) R.C. FANLEY DATE 06/30/98 D.O. SYMBOL 18888
SIGNATURE [Signature] ENS (Rank) COLL'N VOUCHER NO. C134003

INSERT LAST DIGIT OF CURRENT FY	APPROPRIATION	SUB-HEAD	OBJ. CLASS	BUREAU CONT NO.	SUB ALLOT	AUTH'N ACCT'G ACT'Y	TRANS TYPE	PROP. ACCT'G ACT'Y	COST CODE (Seller's M.C. funct'l acct'g used)	AMOUNT
SALES	17 8 1453	22TF	007	00031	0	068732	3C	008181	0V2111173110	\$ 1,433.65
SURCHARGES MPN	17 8 1453	2202	000	00031	0	000022	3C	*****	0V2111173810	\$
SURCHARGES O & MN	17 8 1804	2241	000	41118	0	068732	2D		0N0010973110	\$ 622.00

1/Total entries on this form for three months must agree with the NAVSUP Form 1358 for the same period.
2/Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.

FOOD SERVICE OFFICER (Signature) W.B. Ellis LTJG
W. B. ELLIS LTJG

DATE

NAVSUP FORM 1357

Figure 7-2

NAVSUP P-486 Volume I - Food Service Management

RECORDING DATA ON RECEIPTS WITH CHARGE SECTION TO THE RATION AND SALES REPORT (NAVSUP FORM 1357)

F84500001 TIME: 13:31 *** RATIONS AND SALES REPORT (NAVSUP FORM 1357) *** DATE: 15JUL98 PAGE: 1

NAVSUP FORM 1357 (REV. 12-81) NAVSUP REPORT: 7330-47

ACTIVITY (NAME AND MAILING ADDRESS) NAVAL STATION DUARTE
COMMANDING OFFICER
NAVAL STATION DUARTE
FPO-AE 28882-1888

PERIOD 1 Jun 1998 THRU 30 Jun 1998

FACILITY OPERATED (No. of days) 30

UIC 21

RECEIPTS 1/ WITH CHARGE AMOUNT (Nearest dollar) 23,417

CASH STATEMENT

RAYON BREAKDOWN

TYPE OF PERSONNEL AND CODE	RAYON	FED
Regular 1/	1	287
	2	

1. Undeposited sales beginning of month/patrol cycle (Line 5 previous month brought forward)

General mess meals (Excludes mess (NAVSUP Form 1357))

NAVSUP FORM 1357

Total dollar value of all receipts with charge for the month rounded to the nearest dollar (do not include receipts without charge as indicated with an asterisk)

F84600001 TIME: 13:42 *** RECORD OF RECEIPTS AND EXPENDITURES (4442) ***

RECORD OF RECEIPTS AND EXPENDITURES (4442)
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

*1998		SOURCE		DOCUMENT NO.			VALUE	*1998	
Mo.	Day							Mo.	Day
6	23	MARVA MAID DAIRY	8174	9S24	9251	129.7856			
6	23	MARVA MAID DAIRY	8174	9U93	9207	124.9280			
6	23	NSC NORFOLK	8174	102	9V03	60.8000			
6	26	KOTARIDES BAKING	8177	9W67		327.1500			
6	29	DOUGHTIES	8170	101	9X88	201.4678			
6	29	MARVA MAID DAIRY	8152	9U93		200.4000			
6	29	NSC NORFOLK	8180	101	9W22	52.8000			
6	30	MARVA MAID DAIRY	8152	9U93		200.4000			
6	30	NSC NORFOLK	8181	103	9W29	646.5000			
6	30	NSC NORFOLK	8181	104	9W95	166.8000			
6	30	TOTAL				75,591.8558			

F84600001 TIME: 20:20

RECORD OF RECEIPTS AND EXPENDITURES (4442)
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

*1998		SOURCE		DOCUMENT NO.		VALUE	*1998	
Mo.	Day						Mo.	Day
5	19	DOUGHTIES	8135	101	9Y56	1,413.8626		
5	19	NSC CHARLESTON	8139	102	9W43	452.7000		
5	19	MARVA MAID DAIRY	8139	9U93		90.8000		
5	21	NSC CHARLESTON	8141	101	9W32	188.0000		
5	21	MARVA MAID DAIRY	8141	9U93	9207	103.4560		
5	21	MARVA MAID DAIRY	8141	9256		72.3456		
5	22	DOUGHTIES	8139	101	9Y19	1,419.9980		
5	22	DOUGHTIES	8142	101	9X88	0.0000		
5	22	KOTARIDES BAKING	8142	9W67		303.3000		
5	26	DOUGHTIES	8146	101	9Y19	0.0000		
5	26	NSC CHARLESTON	8146	102	9W43	443.3400		
5	27	DOUGHTIES	8142	101	9X88	1,909.0739		
5	28	DOUGHTIES	8148	101	9Y83	79.1280		
5	28	MARVA MAID DAIRY	8148	9S24	9X94	71.8992		
5	28	MARVA MAID DAIRY	8148	9U93	9207	89.9280		
5	29	COCA-COLA	8149	9P70	9233	142.4500		
5	29	KOTARIDES BAKING	8149	9W67		309.1500		
6	2	DOUGHTIES	8146	101	9Y19	2,207.8385		
6	2	DOUGHTIES	8148	101	9Y83	3,156.1718		
6	2	DOUGHTIES	8153	101	9X88	0.0000		
6	2	NSC CHARLESTON	8153	102	9W43	517.5200		
6	3	MARVA MAID DAIRY	8154	9S24		13.3728		
6	3	MARVA MAID DAIRY	8154	9U93	9207	134.5280		

* Receipt Without Charge

RECORD OF RECEIPTS AND EXPENDITURES (4442)
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

*1998		SOURCE		DOCUMENT NO.		VALUE	*1998	
Mo.	Day						Mo.	Day
6	3	MARVA MAID DAIRY	8154	9X91	9251	97.2128		
6	5	KOTARIDES BAKING	8156	9W67		278.5500		
6	8	MARVA MAID DAIRY	8159	9U93		113.0000		
6	9	DOUGHTIES	8153	101	9X88	2,872.8963		
6	9	DOUGHTIE'S FOODS	8160	9K45		16.8000		
6	11	DOUGHTIES	8160	101	9Y79	2,676.4136		
6	11	DOUGHTIES	8162	101	9X86	0.0000		
6	11	NSC CHARLESTON	8162	102	9W43	547.3500		
6	11	MARVA MAID DAIRY	8162	9S24	9251	156.6656		
6	11	MARVA MAID DAIRY	8162	9U93	9207	124.9280		
6	12	COCA-COLA USA	8163	9P53	9226	284.9000		
6	12	KOTARIDES BAKING	8163	9W67		326.7000		
6	16	DOUGHTIES	8162	101	9X86	1,981.1898		
6	16	DOUGHTIES	8167	101	9Y79	0.0000		
6	16	NSC CHARLESTON	8167	102	9W41	679.1900		
6	17	MARVA MAID DAIRY	8168	9S24	9251	156.6656		
6	17	MARVA MAID DAIRY	8168	9U93	9207	118.9640		
6	19	DOUGHTIES	8167	101	9Y79	2,135.3446		
6	19	DOUGHTIES	8170	101	9X88	0.0000		
6	19	KOTARIDES BAKING	8170	9W67		330.3000		
6	20	DOUGHTIES	8171	101	9R51	521.1800		
6	23	NSC CHARLESTON	8174	101	9W50	654.6600		
6	23	COCA-COLA USA	8174	9P55	9227	203.5000		

* Receipt Without Charge # Transfer

Figure 7-3

NAVSUP P-486 Volume I - Food Service Management

RECORDING RATIIONS FED AT ASHORE ACTIVITIES TO THE RATION AND SALES REPORT (NAVSUP FORM 1357)

FB4500001 TIME: 13:31
RATIONS AND SALES REPORT
NAVSUP FORM 1357 (SPT) (REV.12-81)
ACTIVITY (NAME AND MAILING ADDRESS) NAVAL STATION DUARTE
COMMANDING OFFICER
NAVAL STATION DUARTE
FPO-AE 28

RECEIPTS 1/ WITH CHARGE		AMOUNT (Nearest dollar)
		23,417

RATION BREAKDOWN		RATIONS FED
TYPE OF PERSONNEL AND CODE		
Navy Regular 1/	1	287
Other	****	*****
Rations sold for cash	2	337
Reserve	3	59
ROTC 2/	4	
Midshipmen 2/ (Naval Academy)	5	
Regular	6	2,255
Reserve	7	
Regular	8	315
Reserve	9	
National Guard 2/	10	
Regular	11	
National Guard 2/	12	2
Coast Guard 2/	13	
Foreign 2/	14	2
TAR 2/ OTHER 2/	15	2,970
TOTAL OTHER PERSONNEL 1/ (Codes 2 through 14)		2,970
GRAND TOTAL 1/ (Codes 1 and 15)	16	3,257

1/Total months Form 13
2/Prepared with

NAVSUP FORM 1357

NAVSUP FORM 1292

"Total Credit" equals
"Grand Total"

RECAPITULATION OF MEAL RECORD (4061)
NAVSUP FORM 1292 (REV. 3-78) PERIOD OF DATE 06/01/98 - 06/30/98

CATEGORY OF PERSONNEL	BREAKFAST	LUNCH	DINNER	NIGHT/OTHER
NAVY				
REGULAR	225	364	166	32
RESERVE	2	127		5
ROTC				
CADETS				
ARMY				
REGULAR	804	2681	1944	302
RESERVE	256	378	229	43
NATIONAL GUARD				
COAST GUARD				
CIVILIAN APPLICANTS				
REGULAR				
NATIONAL GUARD				
FOREIGN				
OTHER (Specify)	2	2	2	
TOTAL	1289	3557	2341	382
CASH SALES (INCLUDE CONTRACT PERSONNEL)	250	639	55	8
2ND SUBTOTAL	1539	4196	2396	390
PERSONNEL NOT PAID THROUGH SERVING LINE	12	369	12	
GRAND TOTAL	1551	4465	2408	390
CONVERSION FACTOR	27%	40%	40%	% APPLICABLE
RATION CREDIT	310.20	1839.70	913.20	156.00
REMARKS	TOTAL CREDIT ADJUSTED BY 4 TO AGREE WITH THE 338 3257.00			

STATION AUDIT BOARD
The undersigned certify the above to be, for the period specified, an accurate recapitulation of existing dining facility meals received for:
OFFICER: F. J. JONES, MS 2
CHIEF: S. A. CLINTON, MSC
CLINTON, MSC
W. A. ELLIS, ENS
W. A. ELLIS, ENS
NAVSUP FORM 1292 (REV. 3-78)

Figure 7-4

NAVSUP P-486 Volume I - Food Service Management

RECORDING RATIONS FED FOR AFLOAT ACTIVITIES TO THE RATION AND SALES REPORT (NAVSUP FORM 1357)

F84500001 TIME: 13:31
RATIONS AND SALES REPORT
 NAVSUP FORM 1357 (5PT) (REV.12-81)
 =====
 ACTIVITY (NAME AND MAILING ADDRESS)
 =====

COMMANDING OFFICER
 USS DUARTE (DDG 90)
 FPO-AE

RECEIPTS 1/ WITH CHARGE	AMOUNT (Nearest dollar)	
	23,417	
RATION BREAKDOWN		
TYPE OF PERSONNEL AND CODE	RATIONS FED	
Navy Regular 1/	1	287
Other	*****	*****
Rations sold for cash	2	337
Reserve	3	59
ROTC 2/	4	
Midshipmen 2/ (Naval Academy)	5	
Regular	6	2,255
Reserve	7	
Regular	8	315
Reserve	9	
National Guard 2/	10	
Regular	11	
National Guard 2/	10	
Coast Guard 2/	12	2
Foreign 2/	13	
TAR 2/ OTHER 2/	14	2
TOTAL OTHER PERSONNEL 1/ (Codes 2 through 14)	15	2,970
GRAND TOTAL 1/ (Codes 1 and 15)	16	3,257

28

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1/Total
months
Form 13

2/Prepar
with
S

"Navy Regular"
section equals
column (16) minus
column (15)

The sum of all rations
sold for cash or credit
as recorded on the DD
Form 1544 and the
NAVSUP 1046

CREDIT
CASH SALES
CUMULATIVE
TOTAL
(13)
=====

8493
8555
8624
8748
8916

8916

ON CREDIT
K/CASH SALES
CUMULATIVE
TOTAL
(13)
=====

5659

5659

Column (13) cumulative
total at the end of the
month minus column (13)
cumulative total at the
beginning of the month

Figure 7-5

NAVSUP P-486 Volume I - Food Service Management

RECORDING DATA ON THE "CASH STATEMENT" SECTION (UNDEPOSITED SALES BEGINNING OF THE MONTH) TO THE RATION AND SALES REPORT (NAVSUP FORM 1357)

FB4500001 TIME: 13:27
RATIONS AND SALES REPORT
NAVSUP FORM 1357 (SPT) (REV.12-81)
ACTIVITY (NAME AND MAILING ADDRESS)
COMMANDING OFFICER
USS DUARTE (DDG 90)
FPO-AE 2888
DATE: 15JUL98 PAGE: 1
NAVSUP REPORT:7330-47
UIC 21111

Previous Monthly NAVSUP FORM 1357

RECEIPTS 1/
WITH CHARGE AMOUNT (Nearest dollar)
13,185

RATION BREAKDOWN		RATIONS FED	
TYPE OF PERSONNEL AND CODE			
Navy Regular 1/	1	221	-
Other	*****	*****	*****
Rations sold for cash	2	311	
Reserve	3	83	
ROTC 2/	4		
Midshipmen 2/ (Naval Academy)	5		
Regular	6	2,217	
Reserve	7		
Regular	8	271	
Reserve	9		
National Guard 2/	10		
Regular	11		
National Guard 2/	12		
Coast Guard 2/	12	2	
Foreign 2/			
TAR 2/ OTHER 2/			
TOTAL OTHER PERSONNEL (Codes 2 through 14)			
GRAND TOTAL 1/ (Codes 1 and 15)			

1. Undeposited sales beginning of month/patrol cycle (Line 5 previous month brought forward).....\$ 990

2. Breakdown of sales *

a. Sale of general mess meals (Excluding surcharges).....\$ 1,866

b. Sale of special meals (NAVSUP FORM 1340).....\$ 38

c. Sale of bulk food items.....\$ 1,204

d. Total sales (Sum of a, b and c).....\$ 2,922

e. Surcharges on general mess meals.....\$ 256

f. TOTAL (Sum of d and e).....\$ 2,526

*Note: Only sales/surcharges made within report period are applicable

3. Cash deposited with disbursing officer.....\$ 1,726

4. Other sales of meals (Collection on STD FORM 1080, DD FORMS 114 & 1131).....\$ -1

5. Undeposited sales end of month/patrol cycle (1+ 2f - 3 - 4).....\$ 1,701

NOTE: ALL THE ABOVE VALUES ROUNDED TO NEAREST DOLLAR

CERTIFICATION: I CERTIFY that I have received cash in the amount of \$ 1,725.70 representing deposits described above, which will be included in my statement of accountability for the period of: 1 May 1998 thru 31 May 1998 (Rank) DATE 05/31/98 D.O. SYMBOL 18888 COLL'N VOUCHER NO. C134002

DISBURSING OFFICER (Typed Name) R. C. Family EMS
SIGNATURE DATE (Rank)

COUNTRY CODE	US	APPROPRIATION	SUB-HEAD	OBJ. CLASS	BUREAU CONT. NO.	SUB ALLOT	ACT'Y	TRANS TYPE	PROP. ACCT'G ACT'Y	COST CODE (Seller's UIC, funct'l acct. no.)	AMOUNT
221F	007	0001	0	068732	3C	008151	0V2111173110	\$	1,725.70		
2202	000	00031	0	000022	3C	*****	0V2111173810	\$			
2241	000	41118	0	068732	2D		0W0010973110	\$			

FOOD SERVICE OFFICER (Signature) W.B. Ellis LTJG
DATE 1 Jun 98

Undeposited sales from previous monthly report carried to current monthly report

FB4500001 TIME: 13:31
RATIONS AND SALES REPORT
NAVSUP FORM 1357 (SPT) (REV.12-81)
ACTIVITY (NAME AND MAILING ADDRESS)
COMMANDING OFFICER
USS DUARTE (DDG 90)
FPO-AE 2888-1888
DATE: 15JUL98 PAGE: 1
NAVSUP REPORT:7330-47
UIC 21111

Current Monthly NAVSUP FORM 1357

RECEIPTS 1/
WITH CHARGE AMOUNT (Nearest dollar)
23,417

RATION BREAKDOWN		RATIONS FED	
TYPE OF PERSONNEL AND CODE			
Navy Regular 1/	1	287	
Other	*****	*****	*****
Rations sold for cash	2	337	
Reserve	3	59	
ROTC 2/	4		
Midshipmen 2/ (Naval Academy)	5		
Regular	6	2,255	
Reserve	7		
Regular	8	315	
Reserve	9		
National Guard 2/	10		
Regular	11		
National Guard 2/	12		
Coast Guard 2/	12		
Foreign 2/	13		
TAR 2/ OTHER 2/	14	2	
TOTAL OTHER PERSONNEL 1/ (Codes 2 through 14)	15	2,970	
GRAND TOTAL 1/ (Codes 1 and 15)	16	3,257	

1. Undeposited sales beginning of month/patrol cycle (Line 5 previous month brought forward).....\$ 1,701

2. Breakdown of sales *

a. Sale of general mess meals (Excluding surcharges).....\$ 2,021

b. Sale of special meals (NAVSUP FORM 1340).....\$ 319

c. Sale of bulk food items.....\$ 2,340

d. Total sales (Sum of a, b and c).....\$ 4,680

e. Surcharges on general mess meals.....\$ 644

f. TOTAL (Sum of d and e).....\$ 2,984

*Note: Only sales/surcharges made within report period are applicable

3. Cash deposited with disbursing officer.....\$ 2,056

4. Other sales of meals (Collection on STD FORM 1080, DD FORMS 114 & 1131).....\$ 1

5. Undeposited sales end of month/patrol cycle (1+ 2f - 3 - 4).....\$ 2,628

NOTE: ALL THE ABOVE VALUES ROUNDED TO NEAREST DOLLAR

CERTIFICATION: I CERTIFY that I have received cash in the amount of \$ 2,628 representing deposits described above, which will be included in my statement of accountability for the period of: 1 Jun 1998 thru 30 Jun 1998 (Rank) DATE 06/30/98 D.O. SYMBOL 18888 COLL'N VOUCHER NO. C134003

DISBURSING OFFICER (Typed Name) R. C. Family EMS
SIGNATURE DATE (Rank)

COUNTRY CODE	US	APPROPRIATION	SUB-HEAD	OBJ. CLASS	BUREAU CONT. NO.	SUB ALLOT	ACT'Y	TRANS TYPE	PROP. ACCT'G ACT'Y	COST CODE (Seller's UIC, funct'l acct. no.)	AMOUNT
221F	007	00031	0	068732	3C	008181	0V2111173110	\$	1,433.65		
2202	000	00031	0	000022	3C	*****	0V2111173810	\$			
2241	000	41118	0	068732	2D		0W0010973110	\$	622.00		

FOOD SERVICE OFFICER (Signature) W.B. Ellis LTJG
DATE 1 July 98

1/Total entries on this form for three months must agree with the NAVSUP Form 1358 for the same period.

2/Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.

Figure 7-6

**RECORDING DATA ON THE "CASH STATEMENT" SECTION
(SALE OF BULK FOOD ITEMS)
TO THE RATION AND SALES REPORT (NAVSUP FORM 1357)**

TIMESTAMP: TIME=12:47		*** BILLING REPORT (FROM 1100) ***		DATE: 15/04/98 PAGE: 1	
BILLING CONTAINER LABEL: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50					
REGISTRATION NO. 1100/ISSUANCE INVOICE		DATE: 06/04/98		REGISTRATION TIMES	
1. FOOD FOOD SERVICE OFFICER U.S. QUARANTINE (COG 90)		7. DATE MATERIAL RECEIVED 06/04/98		8. PRIORITY	
2. 10. MISS TREASURER UNDERSEA MISS		9. AUTHORITY OR PURPOSE PROPERTY OF 40		11. VOUCHER NUMBER AND DATE	
3. SHIP TO - MARK FOR MISS TREASURER		10. SIGNATURE DATE SHIPPED DATE OF DEPARTURE		12. BILL OF LADING NUMBER	
4. APPROPRIATION AND SUBHEAD					
FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES		UNIT QUANTITY		UNIT PRICE	
TOTAL COST		TOTAL COST		TOTAL COST	
1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50.		TOTAL		TOTAL	
1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50.		TOTAL		TOTAL	
1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50.		TOTAL		TOTAL	
1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50.		TOTAL		TOTAL	
1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50.		TOTAL		TOTAL	
1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50.		TOTAL		TOTAL	
1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50.		TOTAL		TOTAL	
1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50.		TOTAL		TOTAL	
1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50.		TOTAL		TOTAL	
1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50.		TOTAL		TOTAL	
1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50.		TOTAL		TOTAL	
1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50.		TOTAL		TOTAL	
1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50.		TOTAL		TOTAL	
1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50.		TOTAL		TOTAL	
1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50.		TOTAL		TOTAL	
1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11.					

Total value of food items sold as billed to each mess rounded to the nearest dollar

1 July 98

7-17

NAVSUP P-486 Volume I - Food Service Management

RECORDING DATA ON THE "CASH STATEMENT" SECTION (SURCHARGES ON GENERAL MESS MEALS) TO THE RATION AND SALES REPORT (NAVSUP FORM 1357)

CASH MEAL PAYMENT SHEET										SERIAL NO.	
To be completed when the government is to be reimbursed for meals furnished										N30012	
ORGANIZATION OR DINING FACILITY										INCLUSIVE DATES COVERED	
USS DUARTE (DDG-90)										FROM 30 June 98 THROUGH 30 June 98	
FOOD CHARGES			SURCHARGES (S/C)			PER DIEM SURCHARGE					
B	L	D	B	L	D	B	L	D			
1.20	2.40	2.40	.40	.30	.30						
2.70			.90								
GRADE NAME DOLLAR VALUE										GRADE NAME DOLLAR VALUE	
CIV	M. Holmes	1.20		.40		BALANCE BROUGHT FORWARD	13.20	14.80	18.00		
CIV	R. Ford	1.20		.40		CIV	J. Williams	2.40	.80		
CIV	J. Stevens	1.20		.40		CIV	P. Anderson	2.40	.80		
CIV	D. Barnes	1.20		.40		CIV	R. Dixon	2.40	.80		
LT	S. Gardner	1.20		.40		CIV	M. Holmes	2.40	.80		
ENS	A. Adams	1.20		.40		CIV	S. Hughes	2.40	.80		
CIV	T. Little	1.20		.40		LT	R. Walton	2.40	.80		
ENS	W. Wilson	1.20		.40		ENS	P. Buddy	2.40	.80		
LT	C. Waters	1.20		.40		CIV	W. Sims	2.40	.80		
LT	B. Michaels	1.20		.40		CIV	J. Henderson	2.40	.80		
ENS	K. Robinson	1.20		.40		CIV	R. Wilson	2.40	.80		
CIV	C. Crispin	2.40		.80		LT	P. Mickens	2.40	.80		
CIV	A. Toledo	2.40		.80		CIV	P. Fawcett	2.40	.80		
LT	J. Young	2.40		.80		TOTAL	13.20	14.80	19.60		
CIV	L. Marks	2.40		.80		TOTAL CHARGES	58.80	19.60			
CIV	T. Brown	2.40		.80		CASH (SHORT)	.05				
ENS	S. Allen	2.40		.80		CASH TURNED IN	58.85	19.60			
LT	F. Thompson	2.40		.80		REMARKS	.05 over due to mischarge				
TOTAL		13.20	14.80	18.00							
SIGNATURE OF UNIT COMMANDER OR FOOD SERVICE OFFICER					SIGNATURE OF LAST OR ONLY HEADQUARTER						
W.B. Ellis, Ens					A. Samuels, Smg						

This amount is for one day of the month there are several additional DD Form 1544's and NAVSUP 1046's equaling the total amount for the month.

RATIONS AND SALES REPORT (NAVSUP FORM 1357)										DATE 15 JUL 98 PAGE: 1	
FAS00001 TIME: 13:31										NAVSUP REPORT: 7330-47	
RATIONS AND SALES REPORT											
NAVSUP FORM 1357 (SPT) (REV. 12-81)											
ACTIVITY (NAME AND MAILING ADDRESS)											
COMMANDING OFFICER											
USS DUARTE (DDG 90)											
PERIOD											
1 Jun 1998 THRU 30 Jun 1998											
FACILITY OPERATED (No. of days)										30	
CASH STATEMENT										21111	
RECEIPTS 1/ WITH CHARGE										AMOUNT (Nearest dollar)	
23,417											
RATIONS BREAKDOWN											
TYPE OF PERSONNEL AND CODE											
Navy Regular 1/										287	
Other											
Rations sold for cash										337	
Reserve										59	
ROTC 2/											
Midshipmen 2/ (Naval Academy)											
Regular										2,255	
Reserve											
Regular										315	
Reserve											
National Guard 2/										10	
Regular										11	
National Guard 2/										10	
Coast Guard 2/										2	
Foreign 2/										13	
TAR 2/ OTHER 2/										2	
TOTAL OTHER PERSONNEL 1/ (Codes 2 through 14)										2,970	
GRAND TOTAL 1/ (Codes 1 and 15)										3,257	
1. Undeposited sales beginning of month/patrol cycle (Line 5 previous month brought forward).....										1,701	
2. Breakdown of sales *											
a. Sale of general mess meals (Excluding surcharges).....										2,021	
b. Sale of special meals (NAVSUP FORM 1340).....										319	
c. Sale of bulk food items.....										2,340	
d. Total sales (sum of a, b and c).....										2,640	
e. Surcharges on general mess meals.....										244	
f. TOTAL (sum of d and e).....										2,984	
*Note: Only sales/surcharges made within report period are applicable											
3. Cash deposited with disbursing officer.....										2,056	
4. Other sales of meals (Collection on STD FORM 1080, DD FORMS 114 & 1131).....										1	
5. Undeposited sales end of month/patrol cycle (1+ 2f - 3 - 4).....										2,628	
NOTE: ALL THE ABOVE VALUES ROUNDED TO NEAREST DOLLAR											
CERTIFICATION: I CERTIFY that I have received cash in the amount of \$ 2,056.65, representing deposits described above, which will be included in my statement of accountability for the period of: 1 Jun 1998 THRU 30 Jun 1998.											
COUNTRY CODE: US											
INSERT LAST DIGIT OF CURRENT FY											
SALES										17 8 1453 227F 007 00031 0 068732 3C 008181 0V2111173110 \$ 1,433.65	
SURCHARGES										17 8 1453 2202 000 00031 0 000022 3C ***** 0V2111173810 \$	
SURCHARGES O & NN										17 8 1804 2241 000 41118 0 068732 2D 0N0010973110 \$ 622.00	
1/Total entries on this form for three months must agree with the NAVSUP Form 1358 for the same period.											
2/Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.											
FOOD SERVICE OFFICER (Signature)										DATE	
W.B. Ellis LTJG										1 July 98	

Figure 7-8

NAVSUP P-486 Volume I - Food Service Management

RECORDING "CASH DEPOSITED WITH DISBURSING OFFICER" TO THE RATION AND SALES REPORT (NAVSUP FORM 1357)

CASH RECEIPT BOOK
SHIPS OR COMMISSARY STORE/
ENLISTED DINING FACILITY

DATE	AMOUNT IN WORDS		AMOUNT IN FIGURES	
	Dollars	Cents		
2 Jun 98	Two hundred seventy seven	ninety	277	90
5 Jun 98	Two hundred thirty six	one	236	01
9 Jun 98	Two hundred sixteen	forty one	216	41
12 Jun 98	Two hundred ninety seven	fifty	297	50
16 Jun 98	One hundred ninety seven	twenty four	197	65
19 Jun 98	Three hundred fourteen	twenty one	314	21
23 Jun 98	Two hundred ten	twenty	210	20
26 Jun 98	Three hundred three	seventy-two	303	72
NFE				
9055 65				

SALES REPORT (NAVSUP FORM 1357) ***

DATE: 15JUL98 PAGE: 1

NAVSUP REPORT: 7330-47

PERIOD	FACILITY OPERATED (No. of days)	UIC
1 Jun 1998 THRU 30 Jun 1998	30	21111

CASH STATEMENT

1. Undeposited sales beginning of month/patrol cycle (Line 5 previous month brought forward).....	1,701
2. Breakdown of sales *	
a. Sale of general mess meals (Excluding surcharges).....	2,021
b. Sale of special meals (NAVSUP FORM 1340).....	
c. Sale of bulk food items.....	319
d. Total sales (Sum of a, b and c).....	2,340
e. Surcharges on general mess meals.....	644
f. TOTAL (Sum of d and e).....	2,984
*Note: Only sales/surcharges made within report period are applicable	
3. Cash deposited with disbursing officer.....	2,056
4. Other sales of meals (Collection on STD FORM 1080, DD FORMS 114 & 1131).....	1
5. Undeposited sales end of month/patrol cycle (1+ 2f - 3 - 4).....	2,628

NOTE: ALL THE ABOVE VALUES ROUNDED TO NEAREST DOLLAR

CERTIFICATION: I CERTIFY that I have received cash in the amount of \$ 2,055.65, representing deposits described above, which will be included in my statement of accountability for the period of: 1 Jun 1998 THRU 30 Jun 1998.

DISBURSING OFFICER (Typed Name) R.C. FAMILY
SIGNATURE [Signature] ENS

DATE 06/30/98 D.O. SYMBOL 18888
(Rank) (Rank) COLL'TN VOUCHER NO. C134003

COUNTRY CODE	APPROPRIATION	SUB-HEAD	OBJ. CLASS	BUREAU CODE	AUTH'N ACT'Y	TRANS TYPE	PROP. ACCT'G ACT'Y	COST (Seller's)	AMOUNT
2	22TF					3C	008181		1,433.65

Figure 7-9

NAVSUP P-486 Volume I - Food Service Management

RATION AND SALES REPORT (NAVSUP FORM 1357)

F8450001 TIME: 13:31		*** RATIONS AND SALES REPORT (NAVSUP FORM 1357) ***		DATE: 15JUL98 PAGE: 1	
RATIONS AND SALES REPORT NAVSUP FORM 1357 (SPT) (REV.12-81)		NAVSUP REPORT:7330-47			
ACTIVITY (NAME AND MAILING ADDRESS) NAVAL STATION DUARTE COMMANDING OFFICER NAVAL STATION DUARTE FPO-AE 28802-1888		PERIOD 1 Jun 1998 THRU 30 Jun 1998		FACILITY OPERATED (No. of days) 30 UIC 21111	

RECEIPTS 1/ WITH CHARGE	AMOUNT (Nearest dollar) 23,417	CASH STATEMENT																																																																																							
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2">RATION BREAKDOWN</th> </tr> <tr> <th>TYPE OF PERSONNEL AND CODE</th> <th>RAYTONS FED</th> </tr> <tr> <td>Navy Regular 1/</td> <td>1 287</td> </tr> <tr> <td>Other</td> <td>****</td> </tr> <tr> <td>Rations sold for cash</td> <td>2 337</td> </tr> <tr> <td>Reserve</td> <td>3 59</td> </tr> <tr> <td>ROTC 2/</td> <td>4</td> </tr> <tr> <td>Midshipmen 2/ (Naval Academy)</td> <td>5</td> </tr> <tr> <td>Regular</td> <td>6 2,255</td> </tr> <tr> <td>Reserve</td> <td>7</td> </tr> <tr> <td>Regular</td> <td>8 315</td> </tr> <tr> <td>Reserve</td> <td>9</td> </tr> <tr> <td>National Guard 2/</td> <td>10</td> </tr> <tr> <td>Regular</td> <td>11</td> </tr> <tr> <td>National Guard 2/</td> <td>10</td> </tr> <tr> <td>Coast Guard 2/</td> <td>12 2</td> </tr> <tr> <td>Foreign 2/</td> <td>13</td> </tr> <tr> <td>TAR 2/ OTHER 2/</td> <td>14 2</td> </tr> <tr> <td>TOTAL OTHER PERSONNEL 1/ (Codes 2 through 14)</td> <td>15 2,970</td> </tr> <tr> <td>GRAND TOTAL 1/ (Codes 1 and 15)</td> <td>16 3,257</td> </tr> </table>		RATION BREAKDOWN		TYPE OF PERSONNEL AND CODE	RAYTONS FED	Navy Regular 1/	1 287	Other	****	Rations sold for cash	2 337	Reserve	3 59	ROTC 2/	4	Midshipmen 2/ (Naval Academy)	5	Regular	6 2,255	Reserve	7	Regular	8 315	Reserve	9	National Guard 2/	10	Regular	11	National Guard 2/	10	Coast Guard 2/	12 2	Foreign 2/	13	TAR 2/ OTHER 2/	14 2	TOTAL OTHER PERSONNEL 1/ (Codes 2 through 14)	15 2,970	GRAND TOTAL 1/ (Codes 1 and 15)	16 3,257	<p>1. Undeposited sales beginning of month/patrol cycle (Line 5 previous month brought forward).....\$ 1,701</p> <p>2. Breakdown of sales *</p> <p>a. Sale of general mess meals (Excluding surcharges).....\$ 2,021</p> <p>b. Sale of special meals (NAVSUP FORM 1340).....</p> <p>c. Sale of bulk food items.....319</p> <p>d. Total sales (Sum of a, b and c).....\$ 2,340</p> <p>e. Surcharges on general mess meals.....644</p> <p>f. TOTAL (Sum of d and e).....\$ 2,984</p> <p>*Note: Only sales/surcharges made within report period are applicable</p> <p>3. Cash deposited with disbursing officer.....2,056</p> <p>4. Other sales of meals (Collection on STD FORM 1080, DD FORMS 114 & 1131).....1</p> <p>5. Undeposited sales end of month/patrol cycle (1+ 2f - 3 - 4).....\$ 2,628</p> <p>NOTE: ALL THE ABOVE VALUES ROUNDED TO NEAREST DOLLAR</p> <p>CERTIFICATION: I CERTIFY that I have received cash in the amount of \$ 2,055.65, representing deposits described above, which will be included in my statement of accountability for the period of: 1 Jun 1998 THRU 30 Jun 1998.</p> <p>DISBURSING OFFICER (Typed Name) R.C. FAMILY ENS SIGNATURE</p> <p>DATE 06/30/98 (Rank)</p> <p>D.O. SYMBOL 18888 COLL'N VOUCHER NO. C134003</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>INSERT LAST DIGIT OF CURRENT FY</th> <th>APPROPRIATION</th> <th>SUB- HEAD</th> <th>OBJ. CLASS</th> <th>BUREAU CONT NO.</th> <th>SUB ALLOT</th> <th>AUTH'N ACCT'G ACT'Y</th> <th>TRANS TYPE</th> <th>PROP. ACCT'G ACT'Y</th> <th>COST CODE (Seller's UIC, funct'l acct. no.)</th> <th>AMOUNT</th> </tr> <tr> <td>SALES</td> <td>17 8 1453</td> <td>22TF</td> <td>007</td> <td>00031</td> <td>0</td> <td>068732</td> <td>3C</td> <td>008181</td> <td>0V2111173110</td> <td>\$ 1,433.65</td> </tr> <tr> <td>SURCHARGES MPN</td> <td>17 8 1453</td> <td>2202</td> <td>000</td> <td>00031</td> <td>0</td> <td>000022</td> <td>3C</td> <td>*****</td> <td>0V2111173810</td> <td>\$</td> </tr> <tr> <td>SURCHARGES O & MN</td> <td>17 8 1804</td> <td>2241</td> <td>000</td> <td>41118</td> <td>0</td> <td>068732</td> <td>2D</td> <td></td> <td>0N0010973110</td> <td>\$ 622.00</td> </tr> </table> <p>1/Total entries on this form for three months must agree with the NAVSUP Form 1358 for the same period.</p> <p>2/Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.</p> <p>FOOD SERVICE OFFICER (Signature) W.B. Ellis LTJG W. B. ELLIS LTJG</p> <p>DATE 1 July 98</p>				INSERT LAST DIGIT OF CURRENT FY	APPROPRIATION	SUB- HEAD	OBJ. CLASS	BUREAU CONT NO.	SUB ALLOT	AUTH'N ACCT'G ACT'Y	TRANS TYPE	PROP. ACCT'G ACT'Y	COST CODE (Seller's UIC, funct'l acct. no.)	AMOUNT	SALES	17 8 1453	22TF	007	00031	0	068732	3C	008181	0V2111173110	\$ 1,433.65	SURCHARGES MPN	17 8 1453	2202	000	00031	0	000022	3C	*****	0V2111173810	\$	SURCHARGES O & MN	17 8 1804	2241	000	41118	0	068732	2D		0N0010973110	\$ 622.00
RATION BREAKDOWN																																																																																									
TYPE OF PERSONNEL AND CODE	RAYTONS FED																																																																																								
Navy Regular 1/	1 287																																																																																								
Other	****																																																																																								
Rations sold for cash	2 337																																																																																								
Reserve	3 59																																																																																								
ROTC 2/	4																																																																																								
Midshipmen 2/ (Naval Academy)	5																																																																																								
Regular	6 2,255																																																																																								
Reserve	7																																																																																								
Regular	8 315																																																																																								
Reserve	9																																																																																								
National Guard 2/	10																																																																																								
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Coast Guard 2/	12 2																																																																																								
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SALES	17 8 1453	22TF	007	00031	0	068732	3C	008181	0V2111173110	\$ 1,433.65																																																																															
SURCHARGES MPN	17 8 1453	2202	000	00031	0	000022	3C	*****	0V2111173810	\$																																																																															
SURCHARGES O & MN	17 8 1804	2241	000	41118	0	068732	2D		0N0010973110	\$ 622.00																																																																															

Figure 7-10

NAVSUP P-486 Volume I - Food Service Management

SUBMITTING A CORRECTED MANUAL RATION AND SALES REPORT CORRECTED NAVSUP FORM 1357

F84500001 TIME: 21:01 RATIONS AND SALES REPORT NAVSUP FORM 1357 (SPT) (REV.12-81)		*** RATIONS AND SALES REPORT (NAVSUP FORM 1357) ***		DATE: 15 JUL 98 PAGE: 1	
ACTIVITY (NAME AND MAILING ADDRESS) USS DUARTE (DDG 90) USS DUARTE (DDG 90) FPO-AE 28882-1888		PERIOD 1 Jun 1998 THRU 30 Jun 1998		FACILITY OPERATED (No. of days) 30	
RECEIPTS 1/ WITH CHARGE AMOUNT (Nearest dollar) 23,417		UIC 21111			
CASH STATEMENT					
1. Undeposited sales beginning of month/patrol cycle (Line 5 previous month brought forward).....\$ 1,701					
2. Breakdown of sales *					
a. Sale of general mess meals (Excluding surcharges).....\$ 2,021					
b. Sale of special meals (NAVSUP FORM 1340).....\$ 319					
c. Sale of bulk food items.....\$ 2,340					
d. Total sales (sum of a, b and c).....\$ 4,680					
e. Surcharges on general mess meals.....\$ 64					
f. TOTAL (sum of d and e).....\$ 2,984					
*Note: Only sales/surcharges made within report period are applicable					
3. Cash deposited with disbursing officer.....\$ 2,056					
4. Other sales of meals (Collection on STD FORM 1080, DD FORMS 114 & 1131).....\$ 3 *					
5. Undeposited sales end of month/patrol cycle (1* 2f - 3 - 4).....\$ 2,630 *					
NOTE: ALL THE ABOVE VALUES ROUNDED TO NEAREST DOLLAR					
CERTIFICATION: I CERTIFY that I have received cash in the amount of \$ 2,056.65, representing deposits described above, which will be included in my statement of accountability for the period of: 1 Jun 1998 THRU 30 Jun 1998.					
DISBURSING OFFICER (Typed Name) R.C. FAMILY DATE 06/30/98 D.O. SYMBOL 18888 COLL'N VOUCHER NO. C134003					
COUNTRY CODE: US					
INSERT LAST DIGIT OF CURRENT FY					
APPROPRIATION					
SUB-HEAD					
OBJ. CLASS					
BUREAU CONT. NO.					
SUB. ALLOT					
AUTH'N ACT'Y					
TRANS. TYPE					
PROP. ACT'Y					
COST CODE (Seller's UIC, funct'l acct. no.)					
AMOUNT					
SALES 17 8 1453 22TF 007 00031 0 068732 3C 008181 0V2111173170 \$ 2,055.65					
SURCHARGES MPN 17 8 1453 2202 000 00031 0 000022 3C ***** 0V2111173170 \$					
SURCHARGES O & MW 17 8 1804 2241 000 41118 0 068732 2D 0N0010973170 \$					
1/Total entries on this form for three months must agree with the NAVSUP Form 1358 for the same period.					
2/Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.					
FOOD SERVICE OFFICER (Signature) W.B. ELLIS DATE 3 July 98					

ORIGINAL NAVSUP FORM 1357

F84500001 TIME: 13:31 RATIONS AND SALES REPORT NAVSUP FORM 1357 (SPT) (REV.12-81)		*** RATIONS AND SALES REPORT (NAVSUP FORM 1357) ***		DATE: 15 JUL 98 PAGE: 1	
ACTIVITY (NAME AND MAILING ADDRESS) NAVAL STATION DUARTE NAVAL STATION DUARTE FPO-AE 28882-1888		PERIOD 1 Jun 1998 THRU 30 Jun 1998		FACILITY OPERATED (No. of days) 30	
RECEIPTS 1/ WITH CHARGE AMOUNT (Nearest dollar) 23,417		UIC 21111			
CASH STATEMENT					
1. Undeposited sales beginning of month/patrol cycle (Line 5 previous month brought forward).....\$ 1,701					
2. Breakdown of sales *					
a. Sale of general mess meals (Excluding surcharges).....\$ 2,021					
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f. TOTAL (sum of d and e).....\$ 2,984					
*Note: Only sales/surcharges made within report period are applicable					
3. Cash deposited with disbursing officer.....\$ 2,056					
4. Other sales of meals (Collection on STD FORM 1080, DD FORMS 114 & 1131).....\$ 1					
5. Undeposited sales end of month/patrol cycle (1* 2f - 3 - 4).....\$ 2,628					
NOTE: ALL THE ABOVE VALUES ROUNDED TO NEAREST DOLLAR					
CERTIFICATION: I CERTIFY that I have received cash in the amount of \$ 2,055.65, representing deposits described above, which will be included in my statement of accountability for the period of: 1 Jun 1998 THRU 30 Jun 1998.					
DISBURSING OFFICER (Typed Name) R.C. FAMILY DATE 06/30/98 D.O. SYMBOL 18888 COLL'N VOUCHER NO. C134003					
COUNTRY CODE: US					
INSERT LAST DIGIT OF CURRENT FY					
APPROPRIATION					
SUB-HEAD					
OBJ. CLASS					
BUREAU CONT. NO.					
SUB. ALLOT					
AUTH'N ACT'Y					
TRANS. TYPE					
PROP. ACT'Y					
COST CODE (Seller's UIC, funct'l acct. no.)					
AMOUNT					
SALES 17 8 1453 22TF 007 00031 0 068732 3C 008181 0V2111173110 \$ 1,433.65					
SURCHARGES MPN 17 8 1453 2202 000 00031 0 000022 3C ***** 0V2111173810 \$					
SURCHARGES O & MW 17 8 1804 2241 000 41118 0 068732 2D 0N0010973110 \$ 622.00					
1/Total entries on this form for three months must agree with the NAVSUP Form 1358 for the same period.					
2/Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.					
FOOD SERVICE OFFICER (Signature) W.B. ELLIS DATE 1 July 98					

Figure 7-11

PART B: INVENTORY

7100 GENERAL INFORMATION

1. **APPLICABILITY.** The procedures in this section apply to all general messes. Performing accurate and timely inventories is one of the most critical responsibilities of the Food Service Officer. Physical inventories provide the foundation for records close-outs and submission of general mess returns. Food items carried in the end use subsistence appropriation aboard ships and in general mess issue rooms ashore will be referred to as subsistence items.
2. **DEFINITION AND PURPOSE.** A physical inventory is a process of identifying, counting and evaluating all subsistence on hand at a specified time. A physical inventory is taken for the following purposes:
 - a. to establish and reestablish financial accountability and responsibility;
 - b. to determine the dollar value of the subsistence on hand so that the required financial reports can be prepared;
 - c. to check on the accuracy of subsistence ledgers and to adjust any differences that may exist between the subsistence ledgers and the subsistence on hand;
 - d. to determine the dollar value of subsistence shortages due to spoilage, damage, waste, pilferage, or other losses not reflected on subsistence ledgers;
 - e. to identify subsistence shortages and overages and to determine financial liability; and
 - f. to serve as a management tool for subsistence inventory controls.
3. **WHEN TAKEN.** A physical subsistence inventory will be taken as follows:
 - a. An itemized inventory of all subsistence items will be taken:
 - (1) upon relief of the accountable Food Service Officer;
 - (2) upon relief of the responsible bulk storeroom custodian at the Food Service Officer's discretion.
 - (3) quarterly (December, March, June, September).
 - (4) for FBM submarines, at the end of each patrol cycle.
 - b. An itemized inventory of all subsistence items located in a storeroom will be taken when there is evidence of unauthorized entry into that storeroom.
 - c. At any other time when directed by the Type Commander, Major Claimant, Commanding Officer, Supply Officer or Food Service Officer.

7101 INVENTORY MANAGEMENT

Food Service Officers will be expected to maintain an inventory validity of at least 95%. Loss of issue, receipt and expenditure documents and incorrect records posting will impede the ability to meet the 95% accuracy goal. Nothing else will provide greater return on time spent than the Food Service Officer's efforts in the area of inventory. Showing an interest in

NAVSUP P-486 Volume I - Food Service Management

the storerooms will provide significant dividends on the time invested. As the Food Service Officer, don't make a mistake by assuming that the Leading MS or bulk storeroom custodian will take care of the provisions storerooms. A difference in book balances and the actual count during an inventory may be the difference between being over/under issue. Various checks and balances can be used to maintain control of inventory accuracy.

1. **INVENTORY MANAGEMENT.** The Food Service Officer will develop and implement an inventory plan to include:

a. **Spot Inventories.** This procedure is used when the Food Service Officer conducts spot inventories of subsistence items in the bulk storeroom at unannounced times during the course of the accounting period. A minimum of 5% of subsistence line items maintained in the bulk storeroom will be inventoried at least weekly. Spot inventories should concentrate on high value and fast moving items. The results will be compared against the Subsistence Ledgers (NAVSUP Form 335) to ensure the inventory accuracy of the bulk storeroom is maintained.

b. **Breakout Inventories.** This procedure is used when the bulk storeroom custodian inventories the remaining subsistence items after each breakout or issue is made. The bulk storeroom custodian will indicate the balance on hand on each Food Item Request/Issue Document (NAVSUP Form 1282) after making each breakout or issue. The recordskeeper will compare this balance after decreasing the breakout or issue on the Subsistence Ledger (NAVSUP form 335). Differences will be examined and appropriate entries made.

c. **Storeroom Inventories.** This procedure is used when the Food Service Officer conducts a wall to wall inventory of all subsistence items in a particular storeroom. A minimum of each storeroom inventoried every 3 months is required. The results will be compared against the Subsistence Ledgers (NAVSUP Form 335) with appropriate adjusting entries made. Exercise caution with this procedure when like subsistence items are located in multiple locations.

d. Emergency breakout procedures should be developed.

2. **RECORDSKEEPING.** Adjustments to the Subsistence Ledger as a result of an inventory of the bulk storeroom will be made as required. For automated activities, all adjustments will be made automatically by Food Service Management (FSM) when the inventory is posted and smoothed. Gains and losses discovered will effect the "On Hand" balance of the NAVSUP Form 335 (Figures 7-12 and 7-13). The "On Hand" balance column will be adjusted as follows:

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Mo./Day	Month and day the inventory was taken.
Receipts	INVADJ
GM Issued	The difference between the amount inventoried and the "On Hand" balance. If the inventory quantity is greater than the "On Hand" balance, the amount entered will be a negative value (gain by inventory). If the inventory quantity is less than the "On Hand" balance, the amount entered will be a positive value (loss by inventory).

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GM Cum Tot	The sum of the value entered in the "GM Issued" column and the last value entered in the "Cum Total" column.
Other	INV
On Hand	The physical inventory count of the subsistence item.

7102 PREPARING FOR INVENTORIES

1. PREPARATION. In preparing for and prior to the inventory, ensure all receipts, transfers, surveys, returns and issues to the general mess and private messes are up to date and posted. Issues that have been posted should be separated from stocks to be inventoried. All receipt and expenditure (transfer, survey, sale and issue) documents will be posted to:

- a. Subsistence Ledgers (NAVSUP Form 335); and
- b. Record of Receipts and Expenditures (NAVSUP Form 367).

All subsistence items will be arranged to make counting easier. It is recommended that like items be together, neatly stacked, visible, and in food item code (FIC) sequence in each storeroom, where possible.

2. ASSIGNMENT OF PERSONNEL. The Food Service Officer, and upon relief, both the Food Service Officer and the relieving Food Service Officer, will take the inventory. Personnel assigned responsibility for subsistence storage areas will be present and participate in the inventory in their respective spaces. When possible a two team method will be utilized (two teams, two or more per team).

7103 QUARTERLY FULL INVENTORY PROCEDURES

1. ROUGH INVENTORY

a. Recording The Inventory. For automated activities, the Inventory Worksheet generated by FSM will be utilized. For manual activities the actual count of subsistence items will be recorded using a blank NAVSUP Form 1059 and be referred to as the rough inventory. (Figure 7-14). This form will contain at a minimum; FIC, nomenclature, unit of issue and quantity on hand. Errors and adjustments will be lined out. Corrections will be initialed by the Food Service Officer. If it is a relieving inventory, corrections will also be initialed by the relieving Food Service Officer. Each page of the rough inventory will be signed by the individuals participating in the inventory. The rough inventory may be discarded after all differences have been reconciled and the smooth inventory is printed.

b. Actions During The Inventory. The contents of boxes from which items have been removed will always be counted. The Food Service Officer will take the necessary action to ensure that no issue, transfer, or sale of subsistence items is made, except in an emergency, until the inventory has been reconciled. If an emergency breakout is made during the inventory, the inventory team will be notified and their signatures will be obtained on the breakout document. When such expenditures occur, the inventory will be adjusted and initialed by the person(s) taking the inventory.

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c. Actions After The Inventory.

(1) Reconciliation. For automated activities, the FSM system (screen number F82000001) will produce both a discrepancy listing and a 5% difference of total expenditures listing and will be initialed by the Food Service Officer. For manual activities the quantities on the rough inventory will be compared with the balances on the NAVSUP Form 335. A list will be made of discrepancies between inventory quantities and the "On Hand" balances. Discrepancies will be rechecked by the people conducting the inventory. Required corrections will be made to the rough inventory and initialed by each person involved with the inventory. All discrepancies greater than 5% of total expenditures will be investigated and initialed by the Food Service Officer. A hard copy of the 5% difference of total expenditures listing will be reviewed by the Food Service Officer. Posting the Inventory to the NAVSUP Form 335:

(a) If the inventory is correct, it may be posted at this time, or when all discrepancies have been resolved. The inventory quantity will be posted to the "On Hand" balance column (Figure 7-15).

(b) When unresolved discrepancies occur, an inventory adjustment is required. Quantity differences between the inventory and the NAVSUP Form 335 balance will be posted to the "Issues to the General Mess" column (Figures 7-16 and 7-17). For automated activities, the NS 335 will be posted automatically when the inventory is posted and smoothed. Proper posting of inventory quantities and inventory adjustments are as follows:

<u>Column</u>	<u>Instructions for Entry</u>
Mo./Day	Month and day the inventory was taken.
Receipts	INVADJ (if applicable)
GM Issued	The difference between the amount inventoried and the "On Hand" balance (if applicable). If the inventory quantity is greater than the "On Hand" balance, the amount entered will be a negative value. If the inventory quantity is less than the "On Hand" balance, the amount entered will be a positive value.
GM Cum Tot	The sum of the value entered in the "GM Issued" column and the last value entered in the "Cum Total" column (if applicable).
Other	INV
On Hand	The physical inventory count of the subsistence item.

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(c) When an inventory adjustment results in a gain that is greater than the cumulative total of issues to the general mess, a "credit issue" occurs. These types of inventory adjustments must be thoroughly researched prior to posting. Generally, the causes for "credit issues" are failing to post a receipt or an error in a previous inventory count of that item (Figure 7-18). Proper posting of an inventory adjustment resulting in a "credit issue" is as follows:

<u>Column</u>	<u>Instructions for Entry</u>
Mo./Day	Month and day the inventory was taken.
Receipts	INVADJ (if applicable)
GM Issued	The difference between the amount inventoried and the "On Hand" balance. If the inventory quantity is greater than the "On Hand" balance, the amount entered will be a negative value. If the inventory quantity is less than the "On Hand" balance, the amount entered will be a positive value.
GM Cum Tot	The sum of the value entered in the "GM Issued" column and the last value entered in the "Cum Total" column. This will be a negative value.
Other	INV
On Hand	The physical inventory count of the subsistence item.

(2) Inventory Adjustment Sheets. Quantity differences between the inventory and the NAVSUP Form 335 balance will also be recorded to the Inventory Adjustment sheets. For automated activities, FSM will generate an Inventory Adjustment listing. An original and one copy of the Inventory Adjustment sheets will be made using a blank NAVSUP Form 1059 or a NAVSUP Form 1282. An inventory loss is posted as a (+) figure and an inventory gain is posted as a (-) figure. Figure 7-19 provides an example of the last page of an Inventory Adjustment sheet. Each entry on the Inventory Adjustment sheet will be priced and extended at the current fixed price.

(3) Posting Differences (Money Value Only) to the Food Cost Control Record (NAVSUP FORM 338). Gains and/or losses in inventories must be assumed to have been issued or returned items not documented to and from the general mess. As such, the summary of all inventory adjustments must be posted to the NAVSUP Form 338 to reflect the true accumulation of actual food costs. (Figure 7-20 for gain and 7-21 for loss by inventory.) Proper posting for the money value of inventory adjustment is as follows:

<u>Column</u>	<u>Instructions for Entry</u>
(1)	Date of the actual inventory.
(2)-(5)	Inventory adjustment.

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- (15) The Monetary Allowance cumulative total brought forward.
- (16) Obtained from the Inventory Adjustment Sheet. When the total inventory adjustment results in a loss (positive figure), it will be posted as a plus entry. When the total inventory adjustment results in a credit issue (negative figure), it will be posted as a minus entry.
- (17) The sum of the total inventory adjustment (column 16) plus the Food Cost cumulative total (column 17).
- (18) Difference between column (15) and column (16).

2. SMOOTH INVENTORY. For automated activities smooth inventory sheets will be generated automatically by FSM. For manual activities smooth inventory sheets will be prepared by the recordskeeper as of the last day of each accounting period. A NAVSUP Form 1059 will be used. If the inventory was taken on the last day of the accounting period, the actual inventory will be recorded on the NAVSUP Form 1059. If the inventory was taken on a day other than the last day of the accounting period or during an accounting period when no inventory was taken, a book inventory (balance on hand on the last day of the accounting period on the NAVSUP Form 335) will be recorded on the NAVSUP Form 1059. From the NAVSUP Form 335s, enter the last receipt prices, extend the values, total each page and recap the total of all pages on the last page. The Food Service Officer, and if applicable, the relieving Food Service Officer, will compare the rough and smooth inventories. They will sign and date the bottom of the last page of the smooth inventory to certify correctness (Figure 7-22).

3. MONEY VALUE TRANSFER OF INVENTORY BETWEEN FBM SUBMARINES. FBM submarines will use a Requisition and Invoice/Shipping Document (DD Form 1149) to transfer the money value only of inventories between blue and gold crews as follows (Figure 7-23):

Data Block and Caption

Instructions for Entry

- | | |
|----------------------------|---|
| 1. From | UIC, name and hull number of the crew receiving the money value of food items. |
| 2. To | UIC, name and hull number of the crew transferring the money value of food items. |
| 3. Ship to-Mark for | Enter "To cover the money value of food items (date)_____". |
| 4. Appropriation
Amount | The total dollar value (money value only) of food items being transferred from one crew to the other. |
| 9. Authority or Purpose | NAVSUP P-486, Vol I, para.7103-3 |

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- (a) through (b) Enter "Transfer of food items money value only" with name, rank and signature of transferring Food Service Officer.
- Enter "I hereby acknowledge receipt of food items for a monetary value of (write out the dollar amount of transfer)" with name, rank and signature of receiving Food Service Officer.
- (i) Total Cost The total dollar value (money value only) of food items being transferred from one crew to the other.

4. DISTRIBUTION

- a. Rough Inventory. Retain the original until all differences have been reconciled and the smooth inventory prepared and signed by the Food Service Officer.
- b. Smooth Inventory. Original placed in the Food Service Officer's accountability file.
- c. Inventory Adjustment Sheets. Original placed in the Food Service Officer's accountability file.
- d. 5% difference of total expenditure listing. Original placed in the Food Service Officer's accountability file

e. DD Form 1149 Money Value Only Transfer Document Between FBM Submarines

(1) Transferring Crew

- (a) original - to receiving crew
- (b) copy - with receiving crews receipt inspectors signature in the accountability file
- (c) copy - Transfer without Reimbursement File
- (d) remaining copies - may be discarded

(2) Receiving Crew

- (a) original - Accountability File
- (b) copy - Receipts without Charge File
- (c) remaining copies - may be discarded

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SUBSISTENCE LEDGER (NAVSUP FORM 335)

POSTING A GAIN BY INVENTORY

F82720001 TIME: 16:25
USS DUARTE (V21111)

*** SUBSISTENCE LEDGER (NAVSUP FORM 335) ***

DATE: 15JUL98 PAGE: 1

NAVSUP FORM 335 (Rev. 2-78)
S/N 0108-LF-500-3350

SUBSISTENCE LEDGER (4442)

STOCK NO.		ITEM		EXPENDITURES		EXPENDITURES	
8940010744922		J76, CREAMER, NONDAIRY, 50/100 PG					
HIGH LIMIT:	0	1998	RECEIPTS	GENERAL ISSUED	MESS CUM. TOTAL	OTHER	ON HAND
LOW LIMIT:	0	MO.	DAY				
UNIT OF ISSUE:	HD	1998	04 01	BBF			76.00
MO. & DAY	*FIXED PRICE	04 01			5.00	5.00	71.00
04/01	1.70	04 09			4.00	9.00	67.00
		04 21			6.00	15.00	61.00
		04 24			6.00	21.00	55.00
MO. & DAY	#REC/P/T PRICE	05 18			10.00	31.00	45.00
03/06	1.8357	06 23			5.00	36.00	40.00
		06 30					40.00
		06 30	INVADJ		2.00	34.00	40.00
						WR 2.00	38.00
						INV	40.00

* Use to extend issues to General Mess. # Use to extend inventory and to price sales and transfers.
ISSUED CODES: 1 - 9 = BRANCH MESS CODE
OTHER CODES: LW = LOSS WITHOUT SURVEY; RI = RETURN OF ISSUE FROM PRIVATE MESS; SV = SURVEY; TR = TRANSFER OUT; TI = TRANSFER IN; SM = SPECIAL MEAL
***** END OF REPORT *****

Figure 7-12

POSTING A LOSS BY INVENTORY

F82720001 TIME: 16:25
USS DUARTE (V21111)

*** SUBSISTENCE LEDGER (NAVSUP FORM 335) ***

DATE: 15JUL98 PAGE: 1

NAVSUP FORM 335 (Rev. 2-78)
S/N 0108-LF-500-3350

SUBSISTENCE LEDGER (4442)

STOCK NO.		ITEM		EXPENDITURES		EXPENDITURES	
8950006165477		N77, RELISH, PICKLE, SWEET, GAL, DOMESTIC					
HIGH LIMIT:	2	1998	RECEIPTS	GENERAL ISSUED	MESS CUM. TOTAL	OTHER	ON HAND
LOW LIMIT:	1	MO.	DAY				
UNIT OF ISSUE:	JR	1998	04 01	BBF			3.00
MO. & DAY	*FIXED PRICE	04 22			1.00	1.00	2.00
04/01	4.75	05 11			1.00	2.00	1.00
		05 24			1.00	3.00	0.00
		05 27					4.00
MO. & DAY	#REC/P/T PRICE	05 29			1.00	4.00	3.00
BF	4.9691	06 26			1.00	5.00	2.00
		06 30			1.00	6.00	1.00
		06 30	INVADJ		1.00	7.00	0.00
							0.00

* Use to extend issues to General Mess. # Use to extend inventory and to price sales and transfers.
ISSUED CODES: 1 - 9 = BRANCH MESS CODE
OTHER CODES: LW = LOSS WITHOUT SURVEY; RI = RETURN OF ISSUE FROM PRIVATE MESS; SV = SURVEY; TR = TRANSFER OUT; TI = TRANSFER IN; SM = SPECIAL MEAL
***** END OF REPORT *****

Figure 7-13

NAVSUP P-486 Volume I - Food Service Management

FOOD ITEM REPORT/MASTER FOOD CODE LIST (NAVSUP FORM 1059) USED FOR RECORDING INVENTORY

F82610001		TIME: 16:11	*** INVENTORY WORKSHEET ***		DATE: 15JUL98		PAGE: 1
FOOD ITEM REPORT/MASTER FOOD CODE LIST (10110)							
NAVSUP FORM 1059 (Rev. 11-81)							
ACTIVITY			UIC	DATE			
NAVAL STATION DUARTE			V21111				
*** SEMI-PERISHABLE (DRY) ***							
CODE	NSN	NOMENCLATURE	UI	QUANTITY REQ'D	QUANTITY ISSUED	UNIT PRICE	VALUE
=====	=====	=====	==	=====	=====	=====	=====
	8940	FOOD SPECIALTY PREPARATIONS					
J76	01-074-4922	CREAMER, NONDAIRY, 50/100 PG	HD				
	8950	CONDIMENTS & RELATED PRODUCTS					
N77	00-616-5477	RELISH, PICKLE, SWEET, GAL, DOMESTIC	JR				
				SUBTOTAL \$			
				TOTAL OF ALL SUBTOTALS \$			
				LESS GALLEY PRODUCED BAKERY PRODUCTS SOLD \$			
				GRAND TOTAL \$			
Issue Approved by (Signature, Rate & Title)			Date				
Issued by (Signature, Rate & Title)			Date				
Received By (Signature, Rate & Title)			Date				
I CERTIFY THE FOREGOING TO BE A TRUE STATEMENT OF INVENTORY.							
Signature			Date				
=====							

Figure 7-14

NAVSUP P-486 Volume I - Food Service Management

SUBSISTENCE LEDGER (NAVSUP FORM 335)

POSTING A GAIN BY INVENTORY

F82720001 TIME: 19:28
USS DUARTE (DDG 90) (V211111) *** SUBSISTENCE LEDGER (NAVSUP FORM 335) *** DATE: 15JUL98 PAGE: 1

NAVSUP FORM 335 (Rev. 2-78)
S/N 0108-LF-500-3350 SUBSISTENCE LEDGER (4442)

STOCK NO. 8905002991316 ITEM 026, CORNED BEEF

HIGH LIMIT: 34		1998		RECEIPTS		EXPENDITURES		ON HAND		19		EXPENDITURES		ON HAND	
LOW LIMIT: 16		MO.	DAY	ISSUED		GENERAL MESS CUM. TOTAL		OTHER		MO.	DAY	ISSUED		GENERAL MESS CUM. TOTAL	
UNIT OF ISSUE: LB															
1998		04	01	BBF											
MO. & DAY		05	07			15.00		15.00							
*FIXED PRICE		06	06			30.00		45.00							
04/01		06	11	54.00											
1998		06	30	INVADJ		2.00		43.00		INV					
MO. & DAY															
#REC/P/T															
PRICE															
BF															
1.8252															

* Use to extend issues to General Mess. # Use to extend inventory and to price sales and transfers.
ISSUED CODES: 1 - 9 = BRANCH MESS CODE
OTHER CODES: LW = LOSS WITHOUT SURVEY; RI = RETURN OF ISSUE FROM PRIVATE MESS; SV = SURVEY; TR = TRANSFER OUT; TI = TRANSFER IN; SM = SPECIAL MEAL
***** END OF REPORT *****

Figure 7-16

POSTING A LOSS BY INVENTORY

F82720001 TIME: 18:51
USS DUARTE (DDG 90) (V211111) *** SUBSISTENCE LEDGER (NAVSUP FORM 335) *** DATE: 15JUL98 PAGE: 1

NAVSUP FORM 335 (Rev. 2-78)
S/N 0108-LF-500-3350 SUBSISTENCE LEDGER (4442)

STOCK NO. 8910012104381 ITEM S10, CHEESE, CREAM, 1 OZ, IND. SERVING

HIGH LIMIT: 0		1998		RECEIPTS		EXPENDITURES		ON HAND		19		EXPENDITURES		ON HAND	
LOW LIMIT: 0		MO.	DAY	ISSUED		GENERAL MESS CUM. TOTAL		OTHER		MO.	DAY	ISSUED		GENERAL MESS CUM. TOTAL	
UNIT OF ISSUE: HD															
1998		04	01	BBF											
MO. & DAY		05	22	5.00											
*FIXED PRICE		06	02	4.00											
04/01		06	12			1.00		1.00							
1998		06	23			1.00		2.00							
MO. & DAY		06	30	INVADJ		2.00		4.00		INV					
#REC/P/T															
PRICE															
BF															
16.5108															

* Use to extend issues to General Mess. # Use to extend inventory and to price sales and transfers.
ISSUED CODES: 1 - 9 = BRANCH MESS CODE
OTHER CODES: LW = LOSS WITHOUT SURVEY; RI = RETURN OF ISSUE FROM PRIVATE MESS; SV = SURVEY; TR = TRANSFER OUT; TI = TRANSFER IN; SM = SPECIAL MEAL
***** END OF REPORT *****

Figure 7-17

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SUBSISTENCE LEDGER (NAVSUP FORM 335)

POSTING AN INVENTORY RESULTING IN A CREDIT ISSUE

F82720001 TIME: 15:12
USS DUARTE(DDG 90) (V21111)

*** SUBSISTENCE LEDGER (NAVSUP FORM 335) ***

DATE: 15JUL98 PAGE: 1

NAVSUP FORM 335 (Rev. 2-78)
S/N 0108-LF-500-3350

SUBSISTENCE LEDGER (4442)

		STOCK NO.		ITEM	
		8915001278835		B66, BEETS, #10	
HIGH LIMIT: 2		1998		19	
LOW LIMIT: 1		RECEIPTS		RECEIPTS	
UNIT OF ISSUE: CN		GENERAL MESS		GENERAL MESS	
		ISSUED		ISSUED	
		CUM. TOTAL		CUM. TOTAL	
		OTHER		OTHER	
		ON HAND		ON HAND	
1998		MO. DAY		MO. DAY	
		BBF			
		04 01			
		6.00			
		04 08			
		1.00			
		04 20			
		2.00			
		04 30			
		2.00			
		05 12			
		6.00			
		05 13			
		3.00			
		05 25			
		1.00			
		06 04			
		1.00			
		06 09			
		1.00			
		06 30			
		INVADJ			
		90.00			
		-79.00			
		INV			
		95.00			

* Use to extend issues to General Mess.

Use to extend inventory and to price sales and transfers.

ISSUED CODES: 1 - 9 = BRANCH MESS CODE

OTHER CODES: LW = LOSS WITHOUT SURVEY; RI = RETURN OF ISSUE FROM PRIVATE MESS; SV = SURVEY; TR = TRANSFER OUT; TI = TRANSFER IN; SM = SPECIAL MEAL

***** END OF REPORT *****

Figure 7-18

NAVSUP P-486 Volume I - Food Service Management

RECORDING INVENTORY ADJUSTMENTS TO THE
FOOD ITEM REPORT/MASTER FOOD CODE LIST
(NAVSUP FORM 1059)

F82641202		TIME: 15:10	*** INVENTORY ADJUSTMENTS (PARTIAL) ***		DATE: 15JUL98		PAGE:
FOOD ITEM REPORT/MASTER FOOD CODE LIST (10110)							
NAVSUP FORM 1059 (Rev. 11-81)							
PARTIAL INVENTORY NBR: 2							
ACTIVITY		UIC		DATE			
USS DUARTE (DDG 90)		V21111		06/30/98			
*** SEMI-PERISHABLE (DRY) ***							
CODE	NSN	UI	QUANTITY REQ'D	QUANTITY ISSUED	UNIT PRICE	VALUE	
=====	=====	=====	=====	=====	=====	=====	
	8915					FRUITS & VEGETABLES	
B66	00-127-8835	CN		-90.00	2.8400	-255.60	
						SUBTOTAL \$ -255.60	
						TOTAL OF ALL SUBTOTALS \$ -255.60	
						LESS GALLEY PRODUCED BAKERY PRODUCTS SOLD \$	
						GRAND TOTAL \$ -255.60	
Issue Approved by (Signature, Rate & Title)				Date			
Issued by (Signature, Rate & Title)				Date			
Received By (Signature, Rate & Title)				Date			
I CERTIFY THE FOREGOING TO BE A TRUE STATEMENT OF INVENTORY ADJUSTMENTS.							
Signature <i>W.B. Ellis LTJG</i>				Date <i>30 June 98</i>			

Figure 7-19

NAVSUP P-486 Volume I - Food Service Management

GENERAL MESS CONTROL RECORD (NAVSUP FORM 338)

POSTING MONEY VALUE ONLY GAIN BY INVENTORY

F84120001 TIME: 19:29 *** GENERAL MESS CONTROL RECORD (NAVSUP FORM 338) *** DATE: 15JUL98 PAGE: 1

GENERAL MESS CONTROL RECORD (4061)
 NAVSUP FORM 338 (REV. 11-84)
 FROM (Name of Ship or Station) USS DUARTE (DDG 90) COMMANDING OFFICER GENERAL MESS

BDFA 5.38 SUPPLEMENTAL/SPECIAL ALLOWANCES 0.81/ 0.40 + 0.00 FOR THE PERIOD 15 JUN 98 - 30 JUN 98

UIC V21111

DAY OF MO (1)	MEALS SOLD FOR CASH					MEALS FED - RATIONS IN KIND					RATION CREDIT		MONETARY ALLOWANCE		FOOD COST		OVER/UNDER ISSUES	
	B (2)	L (3)	D (4)	N (5)	DAILY (6)	B (7)	L (8)	D (9)	N (10)	DAILY (11)	DAILY (12)	CUMULATIVE TOTAL (13)	DAILY (14)	CUMULATIVE TOTAL (15)	DAILY (16)	CUMULATIVE TOTAL (17)		ONE RATION (18)
15 JUN	13	27	4	0	15.00	58	146	119	0	117.60	133	7262	768.74	43105.81	749.86	41715.85	5.64	+ 1389.96
AR 16	12	30	4	0	16.00	49	168	134	0	130.60	147	7409	849.66	43955.47	656.62	42372.47	4.47	+ 1583.00
AR 17	12	22	7	0	14.00	47	167	129	0	127.80	142	7551	820.76	44776.23	759.35	43151.82	5.35	+ 1644.41
AR 18	10	17	1	0	9.20	46	220	75	0	127.20	136	7687	786.08	45562.31	694.81	43828.63	5.11	+ 1735.68
AO 19	6	10	0	0	5.20	29	134	66	0	85.80	91	7778	563.29	46125.60	336.73	44163.36	3.70	+ 1962.24
BO 20	0	29	0	0	13.05	0	74	0	52	54.10	67	7845	414.73	46540.33	169.32	44332.68	2.53	+ 2207.65
BO 21	0	30	0	1	13.90	0	67	0	49	49.75	64	7909	396.16	46936.49	197.77	44530.45	3.09	+ 2406.04
AR 22	8	29	2	0	14.00	50	164	111	0	120.00	134	8043	774.52	47711.01	608.60	45139.05	4.54	+ 2571.96
AR 23	11	23	2	0	12.20	82	101	115	0	102.80	115	8158	664.70	48375.71	498.91	45637.96	4.34	+ 2737.75
AR 24	11	25	2	0	13.00	69	104	102	0	96.20	109	8267	630.02	49005.73	1287.33	46925.29	11.81	+ 2080.44
AR 25	15	38	1	0	18.60	74	106	123	0	106.40	125	8392	722.50	49728.23	635.89	47561.18	5.09	+ 2167.05
AR 26	7	23	2	0	11.40	37	130	75	0	89.40	101	8493	583.78	50312.01	1112.55	48673.73	11.02	+ 1638.28
BO 27	0	4	0	1	2.20	0	74	0	65	59.30	62	8555	383.78	50695.79	387.34	49061.07	6.25	+ 1634.72
BO 28	0	10	0	0	4.30	0	80	0	71	64.40	69	8624	427.11	51122.90	568.42	49429.49	5.34	+ 1693.41
AR 29	10	30	0	0	14.00	70	118	121	0	109.60	124	8748	716.72	51839.62	309.73	49739.22	2.50	+ 2100.40
A 30	26	35	14	0	24.80	71	170	152	0	143.00	168	8916	903.84	52743.46	322.17	50061.39	1.92	+ 2682.07
TOTALS											8916			52743.46	1.42	50059.90		+ 2683.56

COMMENTS:
 A = RATION CREDIT FORMULA 20%/40%/40%
 B = RATION CREDIT FORMULA 45%/55%
 Q = SUPPLEMENTAL ALLOWANCE 1 - 99
 R = SUPPLEMENTAL ALLOWANCE 100 - 149

PREPARED BY: RECORDSKEEPER AUDITED BY: LEADING MS AUDITED & CERTIFIED BY: W. B. ELLIS, LTJG FOOD SERVICE OFFICER

RECORD COUNT = 17 ***** END OF REPORT ***** S/N 0108-LF-500-3381

Figure 7-20

POSTING MONEY VALUE ONLY LOSS BY INVENTORY

F84120001 TIME: 18:51 *** GENERAL MESS CONTROL RECORD (NAVSUP FORM 338) *** DATE: 15JUL98 PAGE: 1

GENERAL MESS CONTROL RECORD (4061)
 NAVSUP FORM 338 (REV. 11-84)
 FROM (Name of Ship or Station) USS DUARTE (DDG 90) COMMANDING OFFICER NAVAL STATION DUARTE FPO-AE

BDFA 5.38 SUPPLEMENTAL/SPECIAL ALLOWANCES 0.81/ 0.40 + 0.00 FOR THE PERIOD 15 JUN 98 - 30 JUN 98

UIC V21111

DAY OF MO (1)	MEALS SOLD FOR CASH					MEALS FED - RATIONS IN KIND					RATION CREDIT		MONETARY ALLOWANCE		FOOD COST		OVER/UNDER ISSUES	
	B (2)	L (3)	D (4)	N (5)	DAILY (6)	B (7)	L (8)	D (9)	N (10)	DAILY (11)	DAILY (12)	CUMULATIVE TOTAL (13)	DAILY (14)	CUMULATIVE TOTAL (15)	DAILY (16)	CUMULATIVE TOTAL (17)		ONE RATION (18)
15 JUN	13	27	4	0	15.00	58	146	119	0	117.60	133	7262	768.74	43105.81	749.86	41715.85	5.64	+ 1389.96
AR 16	12	30	4	0	16.00	49	168	134	0	130.60	147	7409	849.66	43955.47	656.62	42372.47	4.47	+ 1583.00
AR 17	12	22	7	0	14.00	47	167	129	0	127.80	142	7551	820.76	44776.23	759.35	43151.82	5.35	+ 1644.41
AR 18	10	17	1	0	9.20	46	220	75	0	127.20	136	7687	786.08	45562.31	694.81	43828.63	5.11	+ 1735.68
AO 19	6	10	0	0	5.20	29	134	66	0	85.80	91	7778	563.29	46125.60	336.73	44163.36	3.70	+ 1962.24
BO 20	0	29	0	0	13.05	0	74	0	52	54.10	67	7845	414.73	46540.33	169.32	44332.68	2.53	+ 2207.65
BO 21	0	30	0	1	13.90	0	67	0	49	49.75	64	7909	396.16	46936.49	197.77	44530.45	3.09	+ 2406.04
AR 22	8	29	2	0	14.00	50	164	111	0	120.00	134	8043	774.52	47711.01	608.60	45139.05	4.54	+ 2571.96
AR 23	11	23	2	0	12.20	82	101	115	0	102.80	115	8158	664.70	48375.71	498.91	45637.96	4.34	+ 2737.75
AR 24	11	25	2	0	13.00	69	104	102	0	96.20	109	8267	630.02	49005.73	1287.33	46925.29	11.81	+ 2080.44
AR 25	15	38	1	0	18.60	74	106	123	0	106.40	125	8392	722.50	49728.23	635.89	47561.18	5.09	+ 2167.05
AR 26	7	23	2	0	11.40	37	130	75	0	89.40	101	8493	583.78	50312.01	1112.55	48673.73	11.02	+ 1638.28
BO 27	0	4	0	1	2.20	0	74	0	65	59.30	62	8555	383.78	50695.79	387.34	49061.07	6.25	+ 1634.72
BO 28	0	10	0	0	4.30	0	80	0	71	64.40	69	8624	427.11	51122.90	568.42	49429.49	5.34	+ 1693.41
AR 29	10	30	0	0	14.00	70	118	121	0	109.60	124	8748	716.72	51839.62	309.73	49739.22	2.50	+ 2100.40
A 30	26	35	14	0	24.80	71	170	152	0	143.00	168	8916	903.84	52743.46	322.17	50061.39	1.92	+ 2682.07
TOTALS											8916			52743.46	53.55	50114.94		+ 2628.52

COMMENTS:
 A = RATION CREDIT FORMULA 20%/40%/40%
 B = RATION CREDIT FORMULA 45%/55%
 Q = SUPPLEMENTAL ALLOWANCE 1 - 99
 R = SUPPLEMENTAL ALLOWANCE 100 - 149

PREPARED BY: RECORDSKEEPER AUDITED BY: LEADING MS AUDITED & CERTIFIED BY: W. B. ELLIS, LTJG FOOD SERVICE OFFICER

RECORD COUNT = 17 ***** END OF REPORT ***** S/N 0108-LF-500-3381

Figure 7-21

NAVSUP P-486 Volume I - Food Service Management

RECORDING SMOOTH INVENTORY TO THE FOOD ITEM REPORT/MASTER FOOD CODE LIST (NAVSUP FORM 1059)

F82631201 TIME: 12:05		*** SMOOTH FULL INVENTORY ***		DATE: 15JUL98 PAGE: 29			
FOOD ITEM REPORT/MASTER FOOD CODE LIST (10110) NAVSUP FORM 1059 (Rev. 11-81)							
ACTIVITY USS DUARTE (DDG 90)		UIC V21111		DATE 06/30/98			
*** PERISHABLE (FRESH/CHILL) ***							
CODE	NSN	NOMENCLATURE	UI	QUANTITY REQ'D	QUANTITY ISSUED	UNIT PRICE	VALUE
=====	=====	=====	==	=====	=====	=====	=====
	8930	JAMS, JELLIES, & PRESERVES					
Y19	01-035-0086	JAM & JELLY, ASST., 1/2 OZ BOAT/CUP	HD		20.00	3.1650	63.30
Y30	00-576-4233	JELLY, GRAPE, 1/2 OZ BOAT/CUP/BAG	HD		0.00	1.9600	0.00
Y34	00-438-2652	PEANUT BUTTER, 1/2 OZ BOAT/CUP	HD		0.00	0.1700	0.00
	8945	FOOD OILS AND FATS					
Y56	00-616-0091	SHORTENING COMPOUND, GEN. PURP. 50 LB	BX		4.00	24.6870	98.75
	8950	CONDIMENTS & RELATED PRODUCTS					
Y68	01-186-8173	BARBECUE SAUCE, 7/16 OZ BOAT/CUP/BG	HD		10.00	2.5426	25.43
Y70	00-616-5479	CATSUP, 7/16	HD		0.00	1.8550	0.00
Y74	00-127-9806	HORSE RADISH,	QT		4.00	2.7219	10.89
Y76	00-616-5474	MUSTARD, PREP.	HD		39.00	1.0234	39.91
Y77	00-139-5773	RELISH, PICKLE	HD		0.00	2.8400	0.00
Y78	00-616-5481	SALAD DRESSING	HD		0.00	2.7900	0.00
Y79	00-328-6728	TARTAR SAUCE	HD		17.00	2.4582	41.79
Y83	01-057-1559	YEAST, BAKER'S, DRY, 2 LB	BG		24.00	3.1334	75.20
	8905	MEAT, POULTRY, AND FISH					
Z16	13-397-3001	CHICKEN BREAST BNLS SKLS	LB		8.00	2.7260	21.81
				SUBTOTAL \$		377.08	
				TOTAL OF ALL SUBTOTALS \$		26396.58	
				KEY PRODUCED BAKERY PRODUCTS SOLD \$			
				GRAND TOTAL \$		26396.58	
Issued by (Signature, Rate & Title)		Date					
Received By (Signature, Rate & Title)		Date					
I CERTIFY THE FOREGOING TO BE A TRUE STATEMENT OF INVENTORY.							
Signature <i>W.B. Ellis LTSG</i>		Date <i>30 Jun 98</i>					

Dollar value of the ending inventory is posted to the expenditure side of the NAVSUP Form 367 at the end of the quarter and the entry on the receipt side for the new quarter

Last receipt price is used to extend the ending inventory

Figure 7-22

NAVSUP P-486 Volume I - Food Service Management

MONEY VALUE TRANSFER OF INVENTORY BETWEEN FBM SUBMARINES
REQUISITION AND INVOICE/SHIPPING DOCUMENT
(DD FORM 1149)

SHIPPING CONTAINER TALLY		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50	
REQUISITION AND INVOICE/SHIPPING DOCUMENT		SHEET NO. 1	
1. FROM: 05504B USS DUARTE (SSBN 901) (BLUE)		2. DATE MATERIAL REQUIRED	
3. TO: 05504G USS DUARTE (SSBN 901) (COLD)		4. REQUISITION NUMBER	
5. SHIP TO - MARK FOR To cover the money value of food items transferred from Cold crew to Blue crew on 26 May 1998.		6. AUTHORITY OR PURPOSE NAVSUP P-486, VOL, para 7103-5	
7. APPROPRIATION AND BUREAU		8. VOUCHER NUMBER AND DATE	
9. ORG. CL.		9. SIGNATURE	
10. INTR. CONT. NO.		10. DATE SHIPPED	
11. SERIAL		11. MODE OF SHIPMENT	
12. AUTHORIZATION ACTG. ACTIVITY		12. BILL OF LADING NUMBER	
13. TRANS. TYPE		13. SHIP MOVEMENT DESIGNATION OR PORT REFERENCE NO.	
14. PROPERTY ACTG. ACTIVITY		14. AMOUNT \$ 18,462.92	
15. COUNTRY		15. COST CODE	
16. QUANTITY REQUESTED		16. UNIT PRICE	
17. SUPPLY ACTION		17. TOTAL COST	
18. TYPE CONT. TANKER		18. UNIT PRICE	
19. CON. TANKER NO.		19. TOTAL COST	
20. FEDERAL STOCK NUMBER, DESCRIPTION, AND COUN. OF MATERIAL AND/OR SERVICES		20. TOTAL COST	
21. UNIT OF MEAS. (c)		21. TOTAL COST	
22. TRANSFER OF food items money value only		22. TOTAL COST	
23. W. B. ELLIS, ENS, SC, USN		23. TOTAL COST	
24. I hereby acknowledge receipt of food items for a monetary value of eighteen thousand four hundred sixty two dollars and ninety two cents.		24. TOTAL COST	
25. F. M. RECEIVER, ENS, SC, USN		25. TOTAL COST	
26. TRANSPORTATION VIA MATS OR MATS CHARGEABLE TO		26. SPECIAL HANDLING	
27. ISSUED BY		27. CONTAINER RECEIVED EXCEPT AS NOTED	
28. CHECKED BY		28. QUANTITIES RECEIVED EXCEPT AS NOTED	
29. PACKED BY		29. POSTED	
30. TOTAL		30. SHEET TOTAL	
31. TOTAL		31. GRAND TOTAL	
32. TOTAL		32. RECIPIENT'S VOUCHER NO.	

DD FORM 1149 (9-PT) 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED

S/N 0102 - LF - 011 - 1801

ORIGINAL

Figure 7-23

PART C: PREPARATION OF FINANCIAL RETURNS

Section I: CLOSING OUT RECORDS

7200 GENERAL

One of the main records used in preparing the General Mess Operating Statement (NAVSUP Form 1358) is the Record of Receipts and Expenditures (NAVSUP Form 367). This record, as well as the Subsistence Ledgers (NAVSUP Form 335) are required to be properly closed prior to preparation of the NAVSUP Form 1358.

7201 SUBSISTENCE LEDGER (NAVSUP FORM 335)

A double line will be drawn on each Subsistence Ledger (NAVSUP Form 335) below the total issues to the general mess at the end of the accounting period to indicate the record has been closed. The inventory quantities, which appear as the last entry in the "On Hand" column, will be posted just below the double line as the first entry for the next accounting period. Figure 7-24 shows a properly closed NAVSUP Form 335. For automated activities, the NS 335 is automatically closed out and reopened during the Accounting Period Close-out processing.

7202 QUARTERLY SUMMARY OF ISSUES TO THE GENERAL MESS (NAVSUP FORM 1059)

For automated activities, the Summary of Issues is generated automatically by the Food Service Management (FSM) system during the Accounting Period closeout processing. This report must be downloaded to diskette and transmitted to NAVSUP via SALTS along with the NS 1357 and NS 1358. For manual commands, after the NAVSUP Form 335s have been properly closed a summary of issues to the general mess will be computed. The cumulative total of all issues for each food item is then transcribed on the current Fixed Price List (NAVSUPNOTE 7330) and extended at the fixed price listed (Figure 7-25). The Fixed Price List is promulgated by SUP 51 on a quarterly basis. If there is no fixed price for a food item, the last receipt price will be used. When, as a result of an inventory adjustment, a credit issue occurs, the quantity and value will be posted as a minus entry (see para. 7103-1c(2)(c)). Credit issues should not total in excess of 1% of the stores consumed. Ensure that last receipt prices are recorded on the bottom of the last page of the Fixed Price List (selected milk and bread products) prior to forwarding to SUP 51 with the quarterly returns.

7203 RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

1. GENERAL. For automated activities, the NS 367 is automatically completed by FSM when all receipt and issue documents are posted. The Record of Receipts and Expenditures (NAVSUP Form 367) is broken down into two sections. A "Receipt" section and an "Expenditure" section. The following equation is used when closing out this record:

$$\text{Beginning Inventory} + \text{Receipts} = \text{Expenditures} + \text{Ending Inventory}$$

Prior to closing out the NAVSUP Form 367, the following end of the quarter entries must be made on the expenditure side:

NAVSUP P-486 Volume I - Food Service Management

- a. Loss without Surveys/Surveys
- b. Summary of Issues to the General Mess
- c. Ending Inventory
- d. Price Adjustments
- e. Sale of Bulk Food Items
- f. Transfers with Reimbursement
- g. Transfers without Reimbursement

2. POSTING LOSS WITHOUT SURVEYS. The source document for posting the total dollar value of Loss without Surveys is the Expenditure Log (Loss without Survey) (NAVSUP Form 1334). The following is the procedure for posting this value to the "Expenditure" side of the NAVSUP Form 367 (Figure 7-26):

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Mo. & Day	Enter the last day of the accounting period.
Activity/Purpose	Enter "Loss w/o Survey"
Document No.	
First Block	Leave Blank. (for automated activities the document number will be issued automatically by FSM and posted to forms 1334 and 367.
Second Block	Julian date of the last day of the accounting period.
Third Block	Food item code of the first food item listed preceded by a "9".
Value	The total dollar value of all surveys documented on the NAVSUP Form 1334.

3. POSTING SUMMARY OF ISSUES TO THE GENERAL MESS. For automated activities see para 7202 for FSM close out. For manual activities the source document for posting the total dollar value of Issues to the General Mess at fixed price is the Food Item Report/Master Food Code List (Fixed Price List) (NAVSUP Form 1059). It summarizes all issues to the general mess, less the dollar value of galley produced bakery products, throughout the accounting period (NAVSUPNOTE 7330 notice). The following is the procedure for posting this value to the "Expenditure" side of the NAVSUP Form 367 (Figure 7-27):

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Mo. & Day	Enter the last day of the accounting period.
Activity/Purpose	Enter "GM Issues".
Document No.	Leave Blank.

NAVSUP P-486 Volume I - Food Service Management

Value	The total dollar value of all general mess issues, less galley produced bakery products, as recorded on the Fixed Price List (NAVSUP Form 1059).
-------	--

4. POSTING ENDING INVENTORY. For automated activities see para 7103(2) for FSM close out. For manual activities the source document for posting the total dollar value of Ending Inventory at last receipt price, is the Food Item Report/Master Food Code List (NAVSUP Form 1059). The following is the procedure for posting this value to the "Expenditure" side of the NAVSUP Form 367 (Figure 7-28):

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Mo. & Day	Enter the last day of the accounting period.
Activity/Purpose	Enter "Ending Inventory".
Document No.	Leave Blank.
Value	The total dollar value of ending inventory as recorded on the NAVSUP Form 1059.

5. PRICE ADJUSTMENT. For automated activities see para 7211 for FSM close out. For manual activities after all receipts and expenditures have been posted, the value of receipts and the value of expenditures will be totaled. The difference, if any, will be considered a price adjustment, and will be posted as a plus or minus value to the expenditure side as follows (Figure 7-29):

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Mo. & Day	Enter the last day of the accounting period.
Activity/Purpose	Enter "Price Adjustment"
Document No.	Leave Blank.
Value	The total dollar value (plus or minus) required to make the total expenditures equal to the total receipts.

While the price adjustment is the difference between receipt unit prices and fixed unit prices used to compute issues to the general mess, the price adjustment can also include errors in posting the value of receipts, expenditures and inventories. Therefore, care will be exercised in posting receipt and expenditure transactions, taking inventories and using correct unit prices to preclude excessive price adjustments. When the value of the price adjustments exceeds 10% of the value of stores consumed, a review will be made to determine the cause. High cost items and high usage items will be reviewed first to ascertain the accuracy of receipt and expenditure transactions, pricing, and the inventory, as an error in one of these items could affect substantially the price adjustment. The results of the review will be reported in an explanatory note on the reverse side of the General Mess Operating Statement (NAVSUP Form 1358) (after the "Price Adjustment" caption either annotate "See reverse side" or "see attached memo"), or by an attached memorandum if the review does not result in the price adjustment being reduced to less than 10% of the value of the stores consumed.

NAVSUP P-486 Volume I - Food Service Management

6. CLOSE-OUT OF THE NAVSUP FORM 367. After all end-of-accounting-period entries have been made on the "Expenditure" side and the Price Adjustment has been computed, close-out entries to the NAVSUP Form 367 will be made as follows (Figure 7-29):

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Receipts Side	
Mo. & Day	Enter the last day of the accounting period.
Source	Enter "Total".
Document No.	Leave Blank.
Value	The sum of "Beginning Inventory" + all receipts
Expenditure Side	
Mo. & Day	Enter the last day of the accounting period.
Activity/Purpose	Enter "Total".

NAVSUP P-486 Volume I - Food Service Management

SUBSISTENCE LEDGER (NAVSUP FORM 335) CLOSING AND REOPENING ENTRIES

F827Z0001 TIME: 18:39
USS DUARTE (DDG 90) (V21111)

*** SUBSISTENCE LEDGER (NAVSUP FORM 335) ***

DATE: 15JUL98 PAGE: 1

NAVSUP FORM 335 (Rev. 2-78)
S/N 0108-LF-500-3350

SUBSISTENCE LEDGER (4442)

HIGH LIMIT: 2		LOW LIMIT: 1		UNIT OF ISSUE: CN		STOCK NO. 8905007536106		ITEM A08, CHICKEN, BONED, 29 OZ	
1998		1998		1998		1998		1998	
MO.	DAY	RECEIPTS	GENERAL MESS ISSUED	CUM. TOTAL	OTHER	ON HAND	MO.	DAY	RECEIPTS
07	01	BBE				10.00			
07/01	5.52								
06/30	5.6800								

NAVSUP Form 335 is automatically closed out and reopened during the accounting period closeout at the end of the quarter

* Use to extend issues to General Mess.
ISSUED CODES: 1 - 9 = BRANCH MESS CODE
OTHER CODES: LW = LOSS WITHOUT SURVEY; RI = RETURN OF ISSUE FROM PRIVATE MESS; SV = SURVEY; TR = TRANSFER OUT; TI = TRANSFER IN; SM = SPECIAL MEAL

Use to extend inventory and to price sales and transfers.

***** END OF REPORT *****

Figure 7-24

NAVSUP P-486 Volume I - Food Service Management

SUMMARY OF ISSUES TO THE GENERAL MESS ON THE FIXED PRICE LIST (FOOD ITEM REPORT/MASTER FOOD CODE LIST – NAVSUP FORM 1059)

F82900001 TIME: 20:53 *** STORES CONSUMED REPORT *** DATE: 15JUL98 PAGE: 17

FOOD ITEM REPORT/MASTER FOOD CODE LIST (10110)
NAVSUP FORM 1059 (Rev. 11-81)

ACTIVITY USS DUARTE (DDG 90) UIC V21111 DATE April 01, 1998 thru June 30, 1998

CODE	NSN	NOMENCLATURE	UI	QUANTITY REQ'D	QUANTITY ISSUED	UNIT PRICE	VALUE
AFLOAT GENERAL MESS ONLY							
U82	00-584-3861	FLAVORED MILK, CHOCOLATE	GL		142.00	2.2900	325.1800
U93	01-361-5696	MILK, LOWFAT, 1%	GL		390.00	2.0800	811.2000
LAST RECEIPT PRICE ONLY							
U82		FLAVORED MILK, CHOCOLATE	GL		XXXXXXXXXX	2.2400	XXXXXXXXXXXX
U93		MILK, LOWFAT, 1%	GL		XXXXXXXXXX	2.2200	XXXXXXXXXXXX
						SUBTOTAL \$	1,136.3800
						TOTAL OF ALL SUBTOTALS \$	49,967.7296
						LESS GALLEY PRODUCED BAKERY PRODUCTS SOLD \$	14.0000
						GRAND TOTAL \$	49,953.7296

Cumulative total of all issues to general mess as recorded on the NAVSUP 335

Summary of issues to the general mess is extended at fixed price

Issue Approver _____ Date _____

Issued by (Signature, Rate & Title) _____ Date _____

Received By (Signature, Rate & Title) _____ Date _____

I CERTIFY THE FOREGOING TO BE A TRUE STATEMENT OF ISSUES TO GENERAL MESS

Signature *W.B. Ellis* *1756* Date *2 July 98*

Figure 7-25

NAVSUP P-486 Volume I - Food Service Management

POSTING A LOSS WITHOUT SURVEY (NAVSUP FORM 1334) TO THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

F84600001 TIME: 14:45

RECORD OF RECEIPTS AND EXPENDITURES (4442)
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

RECEIPTS

*1998	Mo.	Day	SOURCE	DOCUMENT NO.	VALUE
4	1	1	INVENTORY BROUGHT FORWARD		22,020.7651
4	1	1	DOUGHTIES	8091 101 9Y83	1,169.1729
4	1	1	COCA-COLA USA	8091 9P70 9226	366.3000
4	1	1	MARVA MAID DAIRY	8091 9U46 9207	35.9280
4	3	3	DOUGHTIES	8093 101 9X86	57.3920
4	3	3	MARVA MAID DAIRY	8093 9U93 9207	123.3280
4	3	3	KOTARIDES BAKING	8093 9U67	351.4500
4	3	3	MARVA MAID DAIRY	8093 9X91 9X95	114.6528
4	7	7	DOUGHTIES	8093 101 9X86	861.9286
4	7	7	NSC CHARLESTON	8097 101 9U43	498.8000
4	7	7	DOUGHTIES	8097 102 9X79	1,603.0451
4	8	8	MARVA MAID DAIRY	8098 9X91 9X95	122.2128
4	9	9	MARVA MAID DAIRY	8099 9U93 9207	1,900.7000
4	10	10	KOTARIDES BAKING	8100 9U67	364.9500
4	14	14	DOUGHTIES	8099 101 9Y56	1,760.5755
4	14	14	NSC CHARLESTON	8104 102 9U41	318.4000
4	16	16	DOUGHTIES	8104 101 9X88	873.9577
4	16	16	MARVA MAID DAIRY	8106 9U93 9207	103.4560
4	17	17	KOTARIDES BAKING	8107 9U67	322.2000
4	20	20	MARVA MAID DAIRY	8110 9U93 9207	159.3560
4	20	20	MARVA MAID DAIRY	8110 9X91 9256	143.8656
4	21	21	DOUGHTIES	8106 101 9Y19	761.7118
4	22	22	NSC CHARLESTON	8112 101 9U43	389.3700

* Receipt Without Charge

*** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) ***

DATE: 15JUL98 PAGE: 1

ACTIVITY USS DUARTE (DDG 90) FPO-AE COMMANDING OFFICER 28882-1888 U.I.C. V21111

EXPENDITURES

*1998	Mo.	Day	ACTIVITY/PURPOSE	DOCUMENT NO.	VALUE
4	30	30	ALL OTHERS (ISSUES+GPBP-RETURNS)		24.4600
5	31	31	ALL OTHERS (ISSUES+GPBP-RETURNS)		37.5200
6	30	30	SURVEY	8181 0001	860.3000
6	30	30	WARDROOM MESS (ISSUES+GPBP-RETURNS)		164.8100
6	30	30	ALL OTHERS (ISSUES+GPBP-RETURNS)		153.8400
6	30	30	USS DUARTE (DDG 90)	V21880 8181 9S14	7.6000
6	30	30	USSF	V23232 8181 9A09	134.2100
6	30	30	EXPENDITURE WITHOUT SURVEY	8181 9V03	49.8600
6	30	30	ISSUES TO THE GENERAL MESS		53.7296
6	30	30	INVENTORY		26,396.4928
6	30	30	SUBTOTAL		77,782.8224
6	30	30	PRICE ADJUSTMENT		-2,092.5666
6	30	30	TOTAL		75,690.2558

Transfer With Reimbursement

NAVSUP FORM 367

F82353201 TIME: 14:45

EXPENDITURE LOG (4442)
(Loss without Survey)
NAVSUP FORM 1334 (REV. 7-73)

ACTIVITY (Name and Mailing Address)
USS DUARTE (DDG 90)
COMMANDING OFFICER
FPO-AE 28882-1888

U.I.C. V21111 PERIOD April 1, 1998 THROUGH June 30, 1998

DATE	STOCK NUMBER	ITEM NAME	U/I	QTY	LAST RECEIPT PRICE	TOTAL VALUE	REASON FOR LOSS	FOOD SERVICE OFFICER (Signature)
06/02/98	8920-00-125-9441	G20, SPAGHETTI, 10 BX	LB	10.00	0.5064	5.06	BAG RIPPED	APPROVED
06/18/98	8910-01-361-5096	U93, MILK, LOWFAT, 12	GL	5.00	2.2200	11.10	SOUR MILK	APPROVED
06/30/98	8905-00-782-3190	G95, FRANKFURTERS, 1-2 LB	LB	20.00	1.3900	27.80	NOT RECEIVED	APPROVED
06/30/98	8915-01-088-8749	V03, APPLES, EATING, RED, SWEET	LB	10.00	0.5900	5.90	SPOILED	APPROVED

NAVSUP FORM 1334

Document number is the Julian date of the last date of the accounting period followed by "9" and the first food item code

Dollar value of all loss without surveys for the accounting period

I CERTIFY THE FOREGOING TO BE A TRUE STATEMENT OF LOSS WITHOUT SURVEY.

W. B. ELLIS, LTJG, FOOD SERVICE OFFICER

S/N 0108-LF-505-0601

RECORD COUNT = 4

TOTAL MONEY VALUE: 49.86 EXPENDITURE NO: 81819G20

***** END OF REPORT *****

Figure 7-26

NAVSUP P-486 Volume I - Food Service Management

POSTING GENERAL MESS ISSUES TO THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

F84600001 TIME: 14:45 *** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) *** DATE: 15JUL98 PAGE: 1

RECORD OF RECEIPTS AND EXPENDITURES (4442)
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

*1998 RECEIPTS				*1998 EXPENDITURES					
Mo.	Day	SOURCE	DOCUMENT NO.	VALUE	Mo.	Day	ACTIVITY/PURPOSE	DOCUMENT NO.	VALUE
4	1	INVENTORY BROUGHT FORWARD		22,020.7651	4	30	ALL OTHERS (ISSUES+GPBP-RETURNS)		24.4600
4	1	DOUGHTIES	8091 101 9Y83	1,169.1729	5	31	ALL OTHERS (ISSUES+GPBP-RETURNS)		37.5200
4	1	COCA-COLA USA	8091 9P70 9226	366.3000	6	30	SURVEY	8181 0001	860.3000
4	1	MARVA MAID DAIRY	8091 9U46 9207	35.9280	6	30	HARDROOM MESS (ISSUES+GPBP-RETURNS)		164.8100
4	3	DOUGHTIES	8093 101 9X86	57.3920	6	30	ALL OTHERS (ISSUES+GPBP-RETURNS)		153.8400
4	3	MARVA MAID DAIRY	8093 9U93 9207	123.3280	6	30	USS DUARTE (DDG 90)	V21880 8181 9S14	7.6000
4	3	KOTARIDES BAKING	8093 9U67	351.4500	6	30	USSF	V23232 8181 9A09	134.2100
4	3	MARVA MAID DAIRY	8093 9X91 9X95	114.6528	6	30	EXPENDITURE WITHOUT SURVEY	8181 9V03	49.8600
4	7	DOUGHTIES	8093 101 9X86	861.9286	6	30	ISSUES TO THE GENERAL MESS		49,953.7296
4	7	NSC CHARLESTON	8097 101 9U43	498.8000	6	30	INVENTORY		26,396.4928
4	7	DOUGHTIES	8097 102 9X79	1,603.0451	6	30	SUBTOTAL		77,782.8224
4	8	MARVA MAID DAIRY	8098 9X91 9X95	122.2128	6	30	PRICE ADJUSTMENT		-2,092.5666
4	9	MARVA MAID DAIRY	8099 9U93 9207	1,900.7000	6	30	TOTAL		75,690.2558
4	10	KOTARIDES BAKING	8100 9U67	364.9500					
4	14	DOUGHTIES	8099 101 9Y56	1,760.5755					
4	14	NSC CHARLESTON	8104 102 9U41	318.4000					
4	16	DOUGHTIES	8104 101 9X88	873.9577					
4	16	MARVA MAID DAIRY	8106 9U93 9207	103.4560					
4	17	KOTARIDES BAKING	8107 9U67	322.2000					
4	20	MARVA MAID DAIRY	8110 9U93 9207	159.3560					
4	20	MARVA MAID DAIRY	8110 9X91 9256	143.8656					
4	21	DOUGHTIES	8106 101 9Y19	761.7118					
4	22	NSC CHARLESTON	8112 101 9U43	389.3700					

* Receipt Without Charge # Transfer With Reimbursement

NAVSUP FORM 367

F82900001 TIME: 20:53 *** STORES CONSUMED REPORT *** DATE: 15JUL98 PAGE: 17

FOOD ITEM REPORT/MASTER FOOD CODE LIST (10110)
NAVSUP FORM 1059 (Rev. 11-81)

ACTIVITY	NAVAL STATION DUARTE	UIC	DATE
		V21111	April 01, 1998 thru June 30, 1998

CODE	NSN	NOMENCLATURE	UI	QUANTITY REQ'D	QUANTITY ISSUED	UNIT PRICE	VALUE
AFLOAT GENERAL MESS ONLY							
UB2	00-584-3861	FLAVORED MILK, CHOCOLATE	GL		142.00	2.2900	325.1800
U93	01-361-5696	MILK, LOWFAT, 1%	GL		390.00	2.0800	811.2000
LAST RECEIPT PRICE ONLY							
UB2		FLAVORED MILK, CHOCOLATE	GL		XXXXXXX	2.2400	XXXXXXXXXX
U93		MILK, LOWFAT, 1%	GL		XXXXXXX	2.2200	XXXXXXXXXX
SUBTOTAL \$							1,136.3800
TOTAL OF ALL SUBTOTALS \$							49,967.7296
LESS GALLEY PRODUCED BAKERY PRODUCTS SOLD \$							14.0000
GRAND TOTAL \$							49,953.7296

Issue Approved by (Signature, Rate & Title) _____ Date _____

Issued by (Signature, Rate & Title) _____ Date _____

Received By (Signature, Rate & Title) _____ Date _____

I CERTIFY THE FOREGOING TO BE A TRUE STATEMENT OF ISSUES TO GENERAL MESS
Signature W.B. Ellis Date 2 July 98

Ensure last receipt prices are inserted for these food items

Total dollar value of issues to the general mess for the reporting period less galley produced bakery products

Figure 7-27

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POSTING ENDING INVENTORY TO THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

F84600001 TIME: 14:45 *** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) *** DATE: 15JUL98 PAGE: 1

RECORD OF RECEIPTS AND EXPENDITURES (4442)
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

RECEIPTS				EXPENDITURES			
*1998	Mo.	Day	Value	*1998	Mo.	Day	Value
	4	1	169.1729		4	30	24.4600
	4	1	366.3000		5	31	37.5200
	4	1	35.9280		6	30	860.3000
	4	3	57.3920		6	30	164.8100
	4	3	123.3280		6	30	153.8400
	4	3	351.4500		6	30	7.6000
	4	5	114.6528		6	30	134.2100
	4	7	861.9286		6	30	49.8600
	4	7	498.8000		6	30	49,953.7296
	4	7	1,603.0451		6	30	26,396.4928
	4	8	122.2128		6	30	77,782.8224
	4	9	1,900.7000		6	30	-2,092.5666
	4	10	364.9500		6	30	75,690.2558
	4	14	1,760.5755				
	4	14	318.4000				
	4	16	873.9577				
	4	16	103.4560				
	4	17	322.2000				
	4	20	159.3560				
	4	20	143.8656				
	4	21	761.7118				
	4	22	389.3700				

* Receipt Without Charge # Transfer With Reimbursement

Total dollar value of
ending inventory as of the
last day of the reporting
period

Computed at
last receipt
price

F82631201 TIME: 12:05 *** SMOOTH FULL INVENTORY *** DATE: 15JUL98 PAGE: 29

FOOD ITEM REPORT/MASTER FOOD CODE LIST (10110)
NAVSUP FORM 1059 (Rev. 11-81)

CODE	NSN	NOMENCLATURE	UI	QUANTITY REQ'D	QUANTITY ISSUED	UNIT PRICE	VALUE
Y19	01-035-0086	JAM & JELLY, ASST., 1/2 OZ BOAT/CUP	HD	20.00	3.1650	63.30	
Y30	00-576-4233	JELLY, GRAPE, 1/2 OZ BOAT/CUP/BAG	HD	0.00	1.9600	0.00	
Y34	00-438-2652	PEANUT BUTTER, 1/2 OZ BOAT/CUP	HD	0.00	0.1700	0.00	
Y56	00-616-0091	SHORTENING COMPOUND, GEN. PURP. 50 LB	BX	4.00	24.6870	98.75	
Y68	01-186-5473	BARBECUE SAUCE, 7/16 OZ BOAT/CUP/BG	HD	10.00	2.5426	25.43	
Y70	00-616-5479	CATSUP, 7/16 OZ BOAT/CUP/BAG	HD	0.00	1.8550	0.00	
Y74	00-127-9806	MARGARITA, PREPARED, DOMESTIC	QT	4.00	2.7219	10.89	
Y76	00-616-5474	MUSHROOM, PREPARED, 1/5 OZ BOAT/CUP	HD	39.00	1.0234	39.91	
Y77	00-139-5773	RELISH, PICKLE, SWEET, 1/3 OZ BOAT/CUP	HD	0.00	2.8400	0.00	
Y78	00-616-5481	SALAD DRESSING, 7/16 OZ BOAT/CUP/BAG	HD	0.00	2.7900	0.00	
Y79	00-328-6728	TARTAR SAUCE, 7/16 OZ BOAT/CUP/BAG	HD	17.00	2.4582	41.79	
Y83	01-057-1559	YEAST BAKING POWDER, 2 OZ	BG	24.00	3.1334	75.20	
Z16	13-397-3001	CHICKEN BREAST BNLS SKLS	B	8.00	2.7260	21.81	
SUBTOTAL \$							377.08
TOTAL OF ALL SUBTOTALS \$							26396.58
REDUCED BAKERY PRODUCTS SOLD							
GRAND TOTAL \$							26396.58

Issue Approved by (Signature, Rate & Title) | Date

Issued by (Signature, Rate & Title) | Date

Received By (Signature, Rate & Title) | Date

I CERTIFY THE FOREGOING TO BE A TRUE STATEMENT OF INVENTORY.
Signature *W.D. Ellis* Date *30 Jun 98*

Figure 7-28

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PRICE ADJUSTMENT AND CLOSING ENTRIES ON THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

F84600001 TIME: 14:45 *** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) *** DATE: 15JUL98 PAGE: 1

RECORD OF RECEIPTS AND EXPENDITURES (4442)
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

ACTIVITY USS DUARTE (DDG 90)
USS DUARTE (DDG 90) FPO-AE COMMANDING OFFICER 28882-1888 U.I.C V21111

RECEIPTS				EXPENDITURES			
*1998				*1998			
Mo.	Day	SOURCE	DOCUMENT NO.	Mo.	Day	ACTIVITY/ PURPOSE	DOCUMENT NO.
4	1	INVENTORY BROUGHT FORWARD		4	30	ALL OTHERS (ISSUES+GPBP-RETURNS)	
4	1	DOUGHTIES	8091 101 9Y83	5	31	ALL OTHERS (ISSUES+GPBP-RETURNS)	
4	1	COCA-COLA USA	8091 9Y70 9Y84	6	30	SURVEY	8181 0001
4	1	MARVA MAID DAIRY		6	30	WARDROOM MESS (ISSUES+GPBP-RETURNS)	
4	3	DOUGHTIES		6	30	ALL OTHERS (ISSUES+GPBP-RETURNS)	
4	3	MARVA MAID DAIRY		6	30	USS DUARTE (DDG 90)	V21880 8181 9S14
4	3	KOTARIDES BAKING		6	30	ISSUES TO THE GENERAL MESS	V23232 8181 9A09 #
4	3	MARVA MAID DAIRY		6	30	EXPENDITURE WITHOUT SURVEY	8181 9V03
4	7	DOUGHTIES	8093 101 9Y80	6	30	ISSUES TO THE GENERAL MESS	
4	7	NSC CHARLESTON	8097 101 9W43	6	30	INVENTORY	
4	7	DOUGHTIES	8097 102 9X79	6	30	SUBTOTAL	
4	8	MARVA MAID DAIRY	8098 9X91 9X95	6	30	PRICE ADJUSTMENT	
4	9	MARVA MAID DAIRY	8099 9U93 9Z07	6	30	TOTAL	
4	10	KOTARIDES BAKING	8100 9W67				
4	14	DOUGHTIES	8099 101 9Y56				
4	14	NSC CHARLESTON	8104 102 9W41				
4	16	DOUGHTIES	8104 101 9X88				
4	16	MARVA MAID DAIRY	8106 9U93 9Z07				
4	17	KOTARIDES BAKING	8107 9W67				
4	20	MARVA MAID DAIRY	8110 9U93 9Z07				
4	20	MARVA MAID DAIRY	8110 9X91 9Z56				
4	21	DOUGHTIES	8106 101 9Y19				
4	22	NSC CHARLESTON	8112 101 9W43				

* Receipt Without Charge # Transfer With Reimbursement

The price adjustment is a value that forces the receipts total to equal the expenditures total

Receipts and expenditures total must agree

F84600001 TIME: 14:45 *** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) *** DATE: 15JUL98 PAGE: 5

RECORD OF RECEIPTS AND EXPENDITURES (4442)
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

ACTIVITY USS DUARTE (DDG 90)
USS DUARTE (DDG 90) FPO-AE COMMANDING OFFICER 28882-1888 U.I.C V21111

RECEIPTS				EXPENDITURES			
*1998				*1998			
Mo.	Day	SOURCE	DOCUMENT NO.	Mo.	Day	ACTIVITY/ PURPOSE	DOCUMENT NO.
6	23	MARVA MAID DAIRY	8174 9S24 9Z51				
6	23	MARVA MAID DAIRY	8174 9U93 9Z07				
6	23	NSC NORFOLK	8174 102 9V03				
6	26	KOTARIDES BAKING	8177 9W67				
6	29	DOUGHTIES	8170 101 9X88				
6	29	MARVA MAID DAIRY	8152 9U93				
6	29	NSC NORFOLK	8180 101 9H22				
6	30	MARVA MAID DAIRY	8152 9U93				
6	30	NSC NORFOLK	8181 103 9H29				
6	30	NSC NORFOLK	8181 104 9P95				
6	30	USS NEVERSAIL (LPD-5)	8181 9A08 9A21				
6	30	TOTAL					

Figure 7-29

Section II: GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358)

7210 GENERAL

All general messes use end-use accounting procedures, whereby activities account for receipts and expenditures of food items under the subsistence appropriation. Under this authority, the general mess will submit financial returns using the General Mess Operating Statement (NAVSUP Form 1358). This report is the principal food service report and will be submitted (electronically if possible) at the end of each quarterly accounting period. Aboard fleet ballistic submarines, the NAVSUP Form 1358 will be prepared and submitted for the period (patrol) that the mess is administered by each crew (blue and gold). All monetary values will be rounded to the nearest dollar, except the rates for computing allowances. Financial returns serve the following purposes:

- a. establishes accountability,
- b. basis for analyzing, separating, and presenting appropriation and cost accounting charges,
- c. presents vouchers substantiating entries in the account of Food Service Officers for review by the Navy Department and the General Accounting Office,
- d. insures compliance with government budgetary control measures,
- e. makes it easier to compile statistics for logistic planning in various offices, commands, or bureaus, and
- f. provides statistical information necessary for future ration allowances.

The Subsistence In Kind (SIK) account is debited when Receipts With Charge are generated, not when stores are consumed. As a result, excessive procurements and food stocks adversely affect the SIK account. NAVSUP monitors the Level Of Procurement (LOP) for each galley by comparing the total of Galley Supply Actions (Receipts With Charge - Transfers With Reimbursements - Sales Of Bulk Food) to the Total Allowances for each quarter. When the value of Total Allowances is exceeded by the value of Galley Supply Actions, NAVSUP interfaces with the TYCOM to determine the cause.

FSOs who desire to determine the Level Of Procurement as a management tool at any given time during the accounting period may extract the receipts, transfers, bulk food sales and total allowance data from FSM and insert in the formula below. The following scenarios depict: (1) a situation where Galley Supply Actions are greater than allowances, and (2) a situation where Galley Supply Actions are less than allowances.

(1) Receipts With Charge	\$1,221,056
less: Transfers With Reimb	(1,799)
less: Sale of Bulk Food	<u>(13,666)</u>
Total Receipts less Transfers	\$1,205,591
Total Allowances	\$1,059,767
<u>Total Receipts - Transfers - Sales</u>	<u>\$1,205,591</u> = 1.14
Total Allowances	\$1,059,767

Note: 1.14 (ratio greater than 1) means purchases, transfers and sales were greater than allowances.

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(2) Receipts With Charge	\$1,221,056
less: Transfers With Reimb.	(31,799)
less: Sale of Bulk Food	<u>(47,565)</u>
Total (Receipts less Transfers/sales)	\$1,141,692
Total Allowances	\$1,593,767
<u>Total Receipts - Transfers - Sales</u>	<u>\$1,141,692</u> = .72
Total Allowances	\$1,593,767

Note: .72 (ratio less than 1) means purchases, transfers and sales were less than allowances.

7211 PREPARATION OF THE GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358)

1. The primary supporting forms used to prepare the General Mess Operating Statement (NAVSUP Form 1358) (Figure 7-30) are the Record of Receipts and Expenditures (NAVSUP Form 367) and the three monthly Ration and Sales Reports (NAVSUP Forms 1357). For automated activities, the NS 1358 is completed in its entirety by FSM after the Total Allowed for the accounting period is entered by the recordskeeper. The NAVSUP Form 1358 will be prepared as follows:

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Activity	Enter name and complete mailing address including zip code.
Period	Enter the "from" and "to" dates the mess was in operation.
Days in Port	Enter the total number of days in port (afloat units only).
Facility Operated	Enter the total number of days the facility was in operation.
U.I.C.	Enter the unit identification code (without alphabetic prefix).
Balance Sheet	(Note: All values reported in the Balance sheet will be rounded to the nearest whole dollar).
Receipts	
Balance Brought Forward	Enter the total dollar value of the inventory at the beginning of the accounting period. It will agree with the "Balance on Hand" caption on the NAVSUP Form 1358 submitted for the previous accounting period and the opening inventory on the "Receipts" section of the NAVSUP Form 367 rounded to the nearest whole dollar (Figure 7-31). FBM submarines will report the value of food items transferred

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between the blue and gold crews under this caption, supported by a Requisition and Invoice/Shipping Document (DD Form 1149) indicating the money value only (see para. 7103-3).

Receipts with Charge

Enter the total dollar value of all receipts with charge (receipts from stock points, CLF ships, and other government agencies). This figure will equal the amount reported on the three monthly (NAVSUP Forms 1357) (Figure 7-32) and will agree with all receipts posted on the "Receipts" section of the NAVSUP Form 367 for all receipts not indicated with a "w/o" in the left hand margin. This value will also equal the total of all receipts in the Receipts with Charge File.

Receipts without Charge

Enter the total dollar value of all receipts without charge (other end users). This figure will equal the receipts posted on the "Receipts" section of the NAVSUP Form 367 for all receipts with a "w/o" indicated in the left hand margin (Figure 7-33). This value will also equal the total of all receipts in the Receipts without Charge File.

Total

Enter the sum of the values of "Balance Brought Forward" + "Receipt with Charge" + "Receipts without Charge".

Expenditures

Stores Consumed

Enter the total dollar value of food items, at fixed price, consumed in the general mess. This entry will come from the summary of issues to the general mess at the end of the accounting period (para. 7202) which was posted to the "Expenditure" section of the NAVSUP Form 367 (Figure 7-34).

Survey & Loss Without Survey

Enter the total dollar value of all Surveys and Loss without Surveys, at last receipt price, as reported in the "Expenditure" section of the NAVSUP Form 367 (Figure 7-35).

Sale of Bulk Food Items

Enter the total dollar value, at last receipt price, of the sale of bulk food items as reported on the three monthly NAVSUP Forms 1357 (line 2c). This value will also agree with the bulk food items in the "Expenditure" section of the NAVSUP Form 367 (Figure 7-36).

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Transfers with Reimbursement	Enter the total dollar value, at last receipt price, of food items turned into stock points or CLF ships. This value will agree with the value of all transfers in the Transfers with Reimbursement File and the value of all transfers to stock points or CLF ships as reported in the "Expenditure" section of the NAVSUP Form 367 (Figure 7-37).
Transfers without Reimbursement	Enter the total value, at last receipt price, of food items transferred to other end users. This value will agree with the value of all transfers in the Transfers without Reimbursement File and the value of all transfers to other end users as reported in the "Expenditure" section of the NAVSUP Form 367 (Figure 7-38).
Balance on Hand	Enter the total dollar value, at last receipt price, of the ending inventory as of the last day of the accounting period. This value will agree with the "Inventory" entry in the "Expenditure" section of the NAVSUP Form 367 rounded to the nearest dollar (Figure 7-39). FBM submarines will post the money value of transfers of inventories between blue and gold crews under this caption which will agree with the DD Form 1149 money value only required by para. 7103-3.
Price Adjustment	Enter the value, plus or minus the amount that is required to make the total expenditures equal to the total receipts. This value may not agree with the price adjustment caption on the NAVSUP Form 367 due to rounding to the nearest dollar. (Figure 7-40).
Total	Enter the sum of the values of "Stores Consumed" + "Survey & Loss without Survey" + "Sale of Bulk Food Items" + "Transfers with Reimbursement" + "Transfers without Reimbursement" + "Balance on Hand" + "Price Adjustment". (Figure 7-40)
Ration Statement	
Rations Allowed	Figure 7-41
Navy (Enlisted)	Enter the total rations allowed for the accounting period as reported by the daily muster reports from the executive/personnel officer. Navy enlisted rations allowed equals total Navy enlisted on board minus personnel on COMRATS/BAS, TAD/TDY, leave, in hospital and unauthorized leave.

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Total Other Personnel	Enter all other personnel (including rations sold for cash) entitled to be fed. When only cash sales are involved, the number of other personnel allowed will always be equal to the number of other rations fed. These activities will report, on the NAVSUP Form 1358, the value of meals sold for cash.
Total	Enter the sum of "Navy (enlisted)" + "Total Other Personnel"
Rations Fed	(Figure 7-41)
Navy (Enlisted)	Enter the total rations fed for the accounting period. The actual Navy (enlisted) fed figure is extracted from the three monthly NAVSUP Form 1357s.
Total Other Personnel	All other personnel (including rations sold for cash) actually fed. The actual total other personnel fed figure is extracted from the three monthly NAVSUP Form 1357s.
Total	The sum of "Navy (enlisted)" + "Total Other Personnel". This total equals the total fed from the three monthly NAVSUP Form 1357s.
Computation Allowances/Financial Statement	(Note: Do not round the rate; round the value to the nearest whole dollar).
Basic Allowance	(Figure 7-42)
Rations	Enter the "Total Rations" figure from the "Rations Fed" column.
Rate	Enter the Basic Daily Food Allowance as described in NAVSUPNOTE 7330 series (do not round this value).
Value	Rations x Rate (rounded to the nearest whole dollar).
Special/Supplemental Allowances	Enter, as appropriate, for each type of special/supplemental allowance to which entitled as described in NAVSUPNOTE series, the number of rations, rate and value as described in the Basic Allowance section. (Do not round the rate; round the value to the nearest whole dollar).
Total Allowances	Enter the sum of the "Basic Allowance" value + all "Special/Supplemental Allowance" values + value of over/under issue BF in accordance with 7211.3.

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Stores Consumed	Enter the value of "Stores Consumed" from the "Expenditure" section of the "Balance Sheet".
Over/Under Issue	Enter the difference between "Stores Consumed" and "Total Allowances". "Over" or "Under" will be marked out as appropriate. If "Stores Consumed" is greater than "Total Allowances", an over issue exists. If "Stores Consumed" is less than "Total Allowances", an under issue exists. (see subpara. 2)
Reviewed by Leading MS	Signature of Leading MS.
Executive/Personnel Officer (Signature) and Date	Signature and date of executive or personnel officer certifying the rations allowed figures.
Certified by (Signature) and Date	Signature and date of food service officer certifying accuracy of form.

2. OVER AND UNDER ISSUES. General messes are allowed to carry forward both over and under issue values of up to 2% of the total food allowances of the current quarter to the next quarter, except:

- a. general messes are not authorized to be over issue at the end of the fiscal year and upon disestablishment of the general mess.
- b. upon the relief of the Food Service Officer, if the general mess is over issue in excess of 2%, records must be closed out and a set of financial returns with a letter of explanation submitted to SUP 51 via the TYCOM.
- c. general messes filing reports by patrol (blue or gold) or not operating under a continuing Unit Identification Code, will not carry forward over or under issue values to the next report.

(1) Over issue 2% or Less. General messes are allowed to accumulate an over issue in any of the first three fiscal quarters up to 2% of "Total Allowances" for the current quarter without being required to submit returns via the administrative/area/type commander. Such returns are submitted directly to SUP 51.

Over Issues in excess of 2% of "Total Allowances" for the current quarter or any over issue at the end of the fiscal year are to be submitted to SUP 51 via the administrative/area/type commander with a letter of explanation. Include with letter, a copy of NAVSUP forms 338, 1357, 1358, 1059 (Stores Consumed) and 367 for the quarter. The amount in excess of 2 % will not be carried forward to the next quarter. Maximum over issue carried forward to the next quarter equals 2% of total allowances.

(2) Under Issues in excess of 2%. Under Issues in excess of 2% of "Total Allowances" for any quarter require a letter of explanation submitted to SUP 51 via the administrative/area/type commander. This procedure will not delay the submission of reports to SUP 51. The under issue amount in excess of 2 % will not be carried forward to the next quarter. Maximum under issue carried forward to the next quarter equals 2% of total allowances.

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3. BRINGING FORWARD OVER AND UNDER ISSUES

- a. Over/under issue values will be carried forward to the next quarter directly as allowance to the "Monetary Allowance" column on NAVSUP Form 338.
- b. Over/under issue values carried forward will be reported on the next quarter's NAVSUP Form 1358 in the "Allowance" section.
- c. Over/under issue values will be carried forward respectively as negative/positive allowance values on NAVSUP Forms 338 and 1358.
- d. Over/under issue values will be labeled respectively "Over Issue Carried Forward/Under Issue Carried Forward" on NAVSUP Forms 338 and 1358.
- e. Over/under issue will not be carried forward from the fourth quarter.

NAVSUP P-486 Volume I – Food Service Management

GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358)

F84800001 TIME: 14:22		*** GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358) ***		DATE: 15JUL98 PAGE: 1	
GENERAL MESS OPERATING STATEMENT (7330)		NAVSUP REPORT 7330-8			
ACTIVITY (Name and Mailing Address) USS DUARTE (DDG 90) COMMANDING OFFICER USS DUARTE (DDG 90) FPO-AE 28882-1888		PERIOD 04/01/98 THRU 06/30/98	Days In Port 91	Facility Operated (No. of Days) 91	U.I.C. 21111
NOTE: ROUND ALL VALUES TO NEAREST DOLLAR					
BALANCE SHEET		RATION STATEMENT			
RECEIPTS		TYPE OF PERSONNEL		RATIONS ALLOWED	RATIONS FED
BALANCE BROUGHT FORWARD 1/	\$ 22,021	NAVY (Enlisted)		18,954	2/ 745
RECEIPTS WITH CHARGE 2/	53,571	TOTAL OTHER PERSONNEL		8,171	2/ 8,171
RECEIPTS WITHOUT CHARGE	98	TOTAL RATIONS		27,125	2/ 8,916
TOTAL	\$ 75,690				
EXPENDITURES		COMPUTATION OF ALLOWANCES/FINANCIAL STATEMENT			
STORES CONSUMED	\$ 49,954	BASIC ALLOWANCE		3/ 8,916	\$ 5.38 47,968
SPECIAL MEALS	0	SPECIAL ALLOWANCES		99 OR LESS	2,725 0.81 2,207
SURVEY & LOSS WITHOUT SURVEY	910			100 TO 149	5,349 0.40 2,140
SALE OF BULK FOOD ITEMS 2/	381			UNDER ISSUE BF	429
TRANSFERS WITH REIMBURSEMENT	134				
TRANSFERS WITHOUT REIMBURSEMENT	8				
BALANCE ON HAND	26,396	TOTAL ALLOWANCES			\$ 52,744
PRICE ADJUSTMENT	-2,093	STORES CONSUMED (From 'EXPENDITURES')			49,954
TOTAL	\$ 75,690	REVIEWED BY LEADING MS (SIGNATURE)		UNDER ISSUE	\$ 2,790
Notes: 1/ Balance on hand previous report. 2/ Equals the sum of the 3 monthly 'Ration and Sales Reports.' 3/ Post 'TOTAL RATIONS' figure from the 'RATIONS FED' column. Any remarks should be placed on the reverse side of this form.		The figures contained in the 'RATIONS ALLOWED' column are correct to the best of my knowledge and belief.		I CERTIFY that the above information is correct to the best of my knowledge and belief.	
EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE) R. S. BART		CERTIFIED BY (SIGNATURE) (RANK AND TITLE) (DATE) W.B. Ellis LTJG 5 July 98			

Figure 7-30

NAVSUP P-486 Volume I – Food Service Management

RECORDING DATA ON THE “BALANCE SHEET” SECTION (BALANCE BROUGHT FORWARD) TO THE GENERAL MESS OPERATING STATEMENT

F84600001 TIME: 14:45 *** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) *** DATE: 15JUL98 PAGE: 1

RECORD OF RECEIPTS AND EXPENDITURES (4442)
NAVSUP FORM 367 (REV. 1-80) S/N 0108-LF-500-3670

ACTIVITY USS DUARTE (DDG 90)
USS DUARTE (DDG 90) FPO-AE COMMANDING OFFICER 28882-1888 U.I.C. V21111

RECEIPTS				EXPENDITURES				
*1998 Mo.	*1998 Day	SOURCE	DOCUMENT NO.	VALUE	*1998 Mo.	*1998 Day	ACTIVITY/PURPOSE	VALUE
4	1	INVENTORY BROUGHT FORWARD		22,020.7651	30	30	ALL OTHERS	24.4600
4	1	DOUGHTIES	8091 101 9Y83	1,169.1729	31	31	ALL OTHERS	37.5200
4	1	COCA-COLA USA	8091 9P70 9226	366.3	6	30	SURVEY	860.3000
4	1	MARVA MAID DAIRY	8091 9U46 9207	35.9200	6	30	WARDROOM MESS	164.8100
4	3	DOUGHTIES	8093 101 9X86	57.3900	6	30	ALL OTHERS	153.8400
4	3	MARVA MAID DAIRY	8093 9U93	35.3200	6	30	USS DUARTE (DDG 90)	7.6600
							USSF	

NAVSUP FORM 367

Ending inventory from previous accounting period. Post this figure to the nearest dollar value.

F84800001 TIME: 14:22 *** GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358) *** DATE: 15JUL98 PAGE: 1

GENERAL MESS OPERATING STATEMENT (7330)
ACTIVITY (Name and Mailing Address)
USS DUARTE (DDG 90)
COMMANDING OFFICER
USS DUARTE (DDG 90)
FPO-AE 28882-1888

PERIOD 04/01/98 THRU 06/30/98 Days In Port 91 Facility Operated (No. of Days) 91 U.I.C. 21111

NOTE: ROUND ALL VALUES TO NEAREST DOLLAR

BALANCE SHEET RECEIPTS		VALUE	TYPE OF PERSONNEL		RATIONS ALLOWED		RATIONS FED	
BALANCE BROUGHT FORWARD 1/		\$ 22,021	NAVY (Enlisted)		18,954	2/	745	
RECEIPTS WITH CHARGE 2/		53,571	TOTAL OTHER PERSONNEL		8,171	2/	8,171	
RECEIPTS WITHOUT CHARGE		98	TOTAL RATIONS		27,125	2/	8,916	
TOTAL		\$ 75,690						
EXPENDITURES		VALUE	COMPUTATION OF ALLOWANCES/FINANCIAL STATEMENT					
STORES CONSUMED		\$ 49,954	BASIC ALLOWANCE		3/	8,916	\$ 5.38	\$ 47,968
SPECIAL MEALS		0	99 OR LESS			2,725	0.81	2,207
SURVEY & LOSS WITHOUT SURVEY		910	100 TO 149			5,349	0.40	2,140
SALE OF BULK FOOD ITEMS 2/		381	UNDER ISSUE BF					429
TRANSFERS WITH REIMBURSEMENT		134						
TRANSFERS WITHOUT REIMBURSEMENT		8						
BALANCE ON HAND		26,396	TOTAL ALLOWANCES \$ 52,744					
PRICE ADJUSTMENT		-2,093	STORES CONSUMED (From 'EXPENDITURES')					
TOTAL		\$ 75,690	49,954					
Notes:			REVIEWED BY LEADING MS (SIGNATURE)			UNDER ISSUE		
1/ Balance on hand previous report.			S. A. Clinton msc					
2/ Equals the sum of the 3 monthly 'Ration and Sales Reports.'			R. S. Bart			W. B. Ellis		
3/ Post 'TOTAL RATIONS' figure from the 'RATIONS FED' column.			EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE)			CERTIFIED BY (SIGNATURE) (RANK AND TITLE) (DATE)		
Any remarks should be placed on the reverse side of this form.			R. S. BART			LTS 5 July 98		

NAVSUP FORM 1358 (REV. 10/86) S/N 0108-LF-501-3581

Figure 7-31

NAVSUP P-486 Volume I – Food Service Management

RECORDING DATA ON THE “BALANCE SHEET” SECTION (RECEIPTS WITH CHARGE) TO THE GENERAL MESS OPERATING STATEMENT

F8480001 TIME: 14:22 *** GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358) *** DATE: 15JUL98 PAGE: 1

GENERAL MESS OPERATING STATEMENT (7330)
 ACTIVITY (Name and Reporting Address)
 USS DUARTE (DDG 90)
 COMMANDING OFFICER
 USS DUARTE (DDG 90)
 FPO-AE 28882-1888

PERIOD 04/01/98 7330-8

NAVSUP FORM 1358

BALANCE SHEET		VALUE	TYPE OF
BALANCE BROUGHT FORWARD 1/		\$ 25,000	NAVY (In listed)
RECEIPTS WITH CHARGE 2/		\$ 53,571	TOTAL OTHER PERSONNEL
RECEIPTS WITHOUT CHARGE		\$ 98	TOTAL RATIONS
TOTAL		\$ 78,669	

EXPENDITURES		VALUE	TYPE	RATIONS	RATE	VALUE
STORES CONSUMED		\$ 49,95	BASIC ALLOWANCE	3/	8,916	\$ 5.38 \$ 47,968
SPECIAL MEALS		0	99 OR LESS		2,725	0.81 2,207
SURVEY & LOSS WITHOUT SURVEY		910	100 TO 149		5,349	0.40 2,140
SALE OF BULK FOOD ITEMS 2/		381	UNDER ISSUE BF			429
TRANSFERS WITH REIMBURSEMENT		134				
TRANSFERS WITHOUT REIMBURSEMENT		8				
BALANCE ON HAND		26,396	TOTAL ALLOWANCES			\$ 52,744
PRICE ADJUSTMENT		-2,093	STORES CONSUMED (from 'EXPENDITURES')			49,954
TOTAL		\$ 75,690	REVIEWED BY LEADING MS (SIGNATURE)	UNDER	ISSUE	\$ 2,790

Notes:
 1/ Balance on hand previous report.
 2/ Equals the sum of the 3 monthly Ration and Sales Reports.
 3/ Post 'TOTAL RATIONS' figure from the 'RATIONS' column.
 Any remarks should be placed on the reverse side of this form.

THE FIGURES CONTAINED IN THIS COLUMN ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.
 R. S. BART
 EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE)

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.
 W.B. Ellis
 CERTIFIED BY (SIGNATURE) (RANK AND TITLE) (DATE)

NAVSUP FORM 1358 (REV. 10/86) S/N 0108-LF-01-3581

4.12-81)

ING ADDRESS) USS DUARTE (DDG 90)
 COMMANDING OFFICER
 USS DUARTE (DDG 90)
 FPO-AE

AMOUNT (Nearest dollar)

23,417

ON BREAKDOWN

CODE RATION

1.

5) USS DUARTE (DDG 90)
 COMMANDING OFFICER
 USS DUARTE (DDG 90)
 FPO-AE

AMOUNT (Nearest dollar)

13,185

AKDOWN

FE

5) USS DUARTE (DDG 90)
 COMMANDING OFFICER
 USS DUARTE (DDG 90)
 FPO-AE

AMOUNT (Nearest dollar)

16,969

AKDOWN

RATIONS

NAVSUP FORMS 1357

This figure will equal the amount reported on the three monthly NAVSUP Form 1357's and agree with receipts posted on the NAVSUP Form 367

F8460001 TIME: 14:45 *** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) *** DATE: 15JUL98 PAGE: 5

RECORD OF RECEIPTS AND EXPENDITURES (4442)
 NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

ACTIVITY USS DUARTE (DDG 90)
 USS DUARTE (DDG 90) FPO-AE COMMANDING OFFICER 28882-1888 U.I.C V21111

*1998 RECEIPTS				*1998			
Mo.	Day	SOURCE	DOCUMENT NO.	VALUE	Mo.	Day	DOCUMENT NO.
6	23	MARVA MAID DAIRY	8174 9S24 9251	129.7856			
6	23	MARVA MAID DAIRY	8174 9U93 9207	124.9280			
6	23	NSC NORFOLK	8174 102 9V03	60.8000			
6	26	KOTARIDES BAKING	8177 9467	327.1500			
6	29	DOUGHTIES	8170 101 9X88	1,201.4678			
6	29	MARVA MAID DAIRY	8152 9U93	200.4000			
6	29	NSC NORFOLK	8180 101 9H22	52.8000			
6	30	MARVA MAID DAIRY	8152 9U93	200.4000			
6	30	NSC NORFOLK	8181 103 9H29	646.5000			
6	30	NSC NORFOLK	8181 104 9Q95	166.8000			
6	30	USS NEVERSAIL (LPD-5)	8181 9A08 9A21	98.4000			
6	30	TOTAL		75,690.2558			

NAVSUP FORM 367

Figure 7-32

NAVSUP P-486 Volume I – Food Service Management

RECORDING DATA ON THE “BALANCE SHEET” SECTION (RECEIPTS WITHOUT CHARGE) TO THE GENERAL MESS OPERATING STATEMENT

F84600001 TIME: 14:45

RECORD OF RECEIPTS AND EXPENDITURES (4442)

NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

*** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) ***

ACTIVITY USS DUARTE (DDG 90)
USS DUARTE (DDG 90) FPO-AE

COMMANDING OFFICER 28882-1888 U.I.C. V21111

DATE: 15JUL98 PAGE: 5

*1998 RECEIPTS				*1998 EXPENDITURES			
Mo.	Day	SOURCE	DOCUMENT NO.	Mo.	Day	ACTIVITY/PURPOSE	DOCUMENT NO.
6	23	MARVA MAID DAIRY	8174 9S24 9251				
6	23	MARVA MAID DAIRY	8174 9U93 9207				
6	23	NSC NORFOLK	8174 102 9V03				
6	26	KOTARIDES BAKING	8177 9W67				
6	29	DOUGHTIES	8170 101 9X88				
6	29	MARVA MAID DAIRY	8152 9U93				
6	29	NSC NORFOLK	8180 101 9H22				
6	30	MARVA MAID DAIRY	8152 9U93				
6	30	NSC NORFOLK	8181 103 9H29				
6	30	NSC NORFOLK	8181 104 9Q95				
6	30	USS NEVERSAIL (LPD-5)	8181 9A08 9A21				
6	30	TOTAL					
			75,690.2558				

NAVSUP FORM 1358

This figure will equal the receipts posted on the “receipts” section of the NAVSUP Form 367 with the indication “*” on the left hand side of the value column

F84800001 TIME: 14:22

GENERAL MESS OPERATING STATEMENT (7330)

ACTIVITY (Name and Mailing Address)
USS DUARTE (DDG 90)
COMMANDING OFFICER
USS DUARTE (DDG 90)
FPO-AE 28882-1888

*** GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 367) ***

PERIOD 04/01/98 THRU

NOTE: ROUND ALL VALUES TO NEAREST

DATE: 15JUL98 PAGE: 1

UP REPORT 7330-8 U.I.C. 21111

BALANCE SHEET		VALUE	TYPE OF PERSONNEL		VALUE
BALANCE BROUGHT FORWARD 1/		\$ 22,021	NAVY (Enlisted)		18,954 2/ 745
RECEIPTS WITH CHARGE 2/		53,571	TOTAL OTHER PERSONNEL		8,171 2/ 8,171
RECEIPTS WITHOUT CHARGE		98	TOTAL RATIONS		27,125 2/ 8,916
TOTAL		\$ 75,690	COMPUTATION OF ALLOWANCES/FINANCIAL STATEMENT		
EXPENDITURES		VALUE	TYPE		VALUE
STORES CONSUMED		\$ 49,954	BASIC ALLOWANCE		3/ 8,916 \$ 5.38 \$ 47,968
SPECIAL MEALS		0	SPECIALLY ALLOWED / SPECIAL PRICES		99 OR LESS 2,725 0.81 2,207
SURVEY & LOSS WITHOUT SURVEY		910			100 TO 149 5,349 0.40 2,140
SALE OF BULK FOOD ITEMS 2/		381			UNDER ISSUE BF 429
TRANSFERS WITH REIMBURSEMENT		134			
TRANSFERS WITHOUT REIMBURSEMENT		8			
BALANCE ON HAND		26,396	TOTAL ALLOWANCES		\$ 52,744
PRICE ADJUSTMENT		-2,093	STORES CONSUMED (From 'EXPENDITURES')		49,954
TOTAL		\$ 75,690	REVIEWED BY LEADING MS (SIGNATURE)		UNDER ISSUE \$ 2,790

NAVSUP FORM 367

Notes:

1/ Balance on hand previous report.

2/ Equals the sum of the 3 monthly 'Ration and Sales Reports.'

3/ Post 'TOTAL RATIONS' figure from the 'RATIONS FED' column.

Any remarks should be placed on the reverse side of this form.

The figures contained in the 'RATIONS ALLOWED' column are correct to the best of my knowledge and belief.

R. S. Bart

EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE)

R. S. BART

I CERTIFY that the above information is correct to the best of my knowledge and belief.

W. B. Ellis

CERTIFIED BY (Signature) (RANK AND TITLE) (DATE)

W. B. Ellis LTJG 5 July 98

NAVSUP FORM 1358 (REV. 10/86)

S/N 0108-LF-501-3581

Figure 7-33

**RECORDING DATA ON THE "EXPENDITURE" SECTION (STORES CONSUMED) TO THE
GENERAL MESS OPERATING STATEMENT**

These figures should equal the “Issues to the General Mess” on the expenditure side of the NAVSUP Form 367 at the end of each accounting period

NAVSUP FORM 367**NAVSUP FORM 1059**

7-59

NAVSUP P-486 Volume I – Food Service Management

RECORDING DATA ON THE “EXPENDITURE” SECTION (SURVEY & LOSS WITHOUT SURVEY) TO THE GENERAL MESS OPERATING STATEMENT

FB4800001 TIME: 14:22 *** GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358) *** DATE: 15JUL98 PAGE: 1

GENERAL MESS OPERATING STATEMENT (7330) NAVSUP REPORT 7330-8

ACTIVITY (Name and Mailing Address) PERIOD 04/01/98 U.I.C. 21111

USS DUARTE (DDG 90) 28882-1888

COMMANDING OFFICER

FPO-AE

NOTE: ROUND ALL VALUES TO NEAREST DOLLAR

NAVSUP FORM 1358

BALANCE SHEET RECEIPTS		VALUE	TYPE OF PERSONNEL	RATIONS ALLOWED	RATIONS FED	
BALANCE BROUGHT FORWARD 1/		\$ 22,021	NAVY (Enlisted)	18,954	2/ 745	
RECEIPTS WITH CHARGE 2/		53,571	TOTAL OTHER PERSONNEL	8,171	2/ 8,171	
RECEIPTS WITHOUT CHARGE		98	TOTAL RATIONS	27,125	2/ 8,916	
TOTAL		\$ 75,690	COMPUTATION OF ALLOWANCES/FINANCIAL STATEMENT			
EXPENDITURES		VALUE	TYPE	RATIONS	RATE	VALUE
STORES CONSUMED		\$ 49,954	BASIC ALLOWANCE	3/ 8,916	\$ 5.38	\$ 47,968
SPECIAL MEALS		0	99 OR LESS	2,725	0.81	2,207
SURVEY & LOSS WITHOUT SURVEY		910	100 TO 149	5,349	0.40	2,140
SALE OF BULK FOOD ITEMS 2/		367	UNDER ISSUE BF			429
TRANSFERS WITH REIMBURSEMENT		134				
TRANSFERS WITHOUT REIMBURSEMENT		8				
BALANCE ON HAND		26,396				\$ 52,744
PRICE ADJUSTMENT		-2,093				49,954
TOTAL		\$ 75,690				\$ 2,790

Notes:
1/ Balance on hand previous report.
2/ Equals the sum of the 3 monthly 'Ration and Sales Reports.'
3/ Post 'TOTAL RATIONS' figure from the 'RATIONS FED' column.
Any remarks should be placed on the reverse side of this form.

The figures contained in column are correct to the and belief of

EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE) CERTIFIED BY (SIGNATURE) (RANK AND TITLE) (DATE)

R. S. BART 5 July 98

NAVSUP FORM 1358 (REV. 10/86) S/N 0108-LF-501-3581

** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) *** DATE: 15JUL98 PAGE: 1

ACTIVITY USS DUARTE (DDG 90) FPO-AE COMMANDING OFFICER 28882-1888 U.I.C. V21111

EXPENDITURES

VALUE	*1998	Mo.	Day	ACTIVITY/PURPOSE	DOCUMENT NO.	VALUE
22,020.7651	4	30	ALL OTHERS (ISSUES+GPBP-RETURNS)		24.4600	
1,169.1729	5	31	ALL OTHERS (ISSUES+GPBP-RETURNS)		37.5200	
366.3000	6	30	SURVEY	8181 0001	860.3000	
35.9280	6	30	WARDROOM MESS (ISSUES+GPBP-RETURNS)		164.8100	
57.3920	6	30	ALL OTHERS (ISSUES+GPBP-RETURNS)		153.8400	
23.3280	6	30	USS DUARTE (DDG 90)	V21880 8181 9S1	7.6000	
4.4500	6	30	USSF	V23232 8181 9A09	134.2100	
6.6528	6	30	EXPENDITURE WITHOUT SURVEY	8181 9V03	49.8600	
61.9286	6	30	ISSUES TO THE GENERAL MESS		49,953.7296	
498.8000	6	30	INVENTORY		26,396.4928	
603.0451	6	30	SUBTOTAL		77,782.8224	
122.2128	6	30	PRICE ADJUSTMENT		-2,092.5666	
1,900.7000	6	30	TOTAL		75,690.2558	

NAVSUP FORM 367

Figure 7-35

NAVSUP P-486 Volume I – Food Service Management

REPORTING SALE OF BULK FOOD ON THE GENERAL MESS OPERATING STATEMENT

*** RATIONS AND SALES REPORT (NAVSUP FORM 1357) ***

DATE: 15 JUL 98 PAGE: 1

NAVSUP REPORT: 7330-47

PERIOD: 1 Apr 1998 THRU 30 Apr 1998

FACILITY OPERATED (No. of days): 30

UIC: 21111

NAVSUP FORMS 1357

forward.....\$ 1,701

2. Breakdown of sales *

a. Sale of general mess meals (Excluding surcharges).....\$ 2,021

b. Sale of special meals (NAVSUP FORM 1340).....\$ 319

c. Sale of bulk food items.....\$ 2,340

d. Total sales (Sum of a, b and c).....\$ 4,680

e. Surcharges on general mess meals.....\$ 862

f. TOTAL (Sum of d and e).....\$ 5,542

*Note: Only sales/surcharges made within report period are applicable

3. Cash deposited with disbursing officer.....\$ 2,056

4. Other sales of meals (Collection on STD FORM 1080, DD FORMS 114 & 1131).....\$ 1,726

5. Undeposited sales end of month/patrol cycle (1+ 2f - 3 - 4).....\$ 1,701

NOTE: ALL THE ABOVE VALUES ROUNDED TO NEAREST DOLLAR

SALES REPORT (NAVSUP FORM 1357) ***

DATE: 15 JUL 98 PAGE: 1

NAVSUP REPORT: 7330-47

PERIOD: 1 Apr 1998 THRU 30 Apr 1998

FACILITY OPERATED (No. of days): 30

UIC: 21111

CASH STATEMENT

g. month/patrol cycle (Line 5 previous month brought forward).....\$ 570

h. Sales (Excluding surcharges).....\$ 1,737

i. (NAVSUP FORM 1340).....\$ 46

j. Total sales (Sum of h and i).....\$ 1,783

k. Surcharges on general mess meals.....\$ 339

l. TOTAL (Sum of j and k).....\$ 2,122

m. Surcharges made within report period are applicable

n. Disbursing officer.....\$ 2,010

*** RATIONS AND SALES REPORT (NAVSUP FORM 1357) ***

DATE: 15 JUL 98 PAGE: 1

NAVSUP REPORT: 7330-47

PERIOD: 1 May 1998 THRU 31 May 1998

FACILITY OPERATED (No. of days): 31

UIC: 21111

CASH STATEMENT

1. Undeposited sales beginning of month/patrol cycle (Line 5 previous month brought forward).....\$ 900

2. Breakdown of sales *

a. Sale of general mess meals (Excluding surcharges).....\$ 1,866

b. Sale of special meals (NAVSUP FORM 1340).....\$ 38

c. Sale of bulk food items.....\$ 1,794

d. Total sales (Sum of a, b and c).....\$ 3,698

e. Surcharges on general mess meals.....\$ 862

f. TOTAL (Sum of d and e).....\$ 4,560

*Note: Only sales/surcharges made within report period are applicable

g. Sales (Excluding surcharges).....\$ 1,726

h. (NAVSUP FORM 1340).....\$ 1

i. Total sales (Sum of g and h).....\$ 1,727

j. Surcharges made within report period are applicable

k. Disbursing officer.....\$ 1,701

NOTE: ALL THE ABOVE VALUES ROUNDED TO NEAREST DOLLAR

FB400001 TIME: 14:22

*** GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358) ***

DATE: 15 JUL 98 PAGE: 1

NAVSUP REPORT: 7330-8

GENERAL MESS OPERATING STATEMENT (7330)

ACTIVITY (Name and Mailing Address)

USS DUARTE (DDG 90)

COMMANDING OFFICER

USS DUARTE (DDG 90)

FPO-AE 28882-1888

NOTE: ROUND ALL VALUES TO NEAREST DOLLAR

BALANCE SHEET		RECEIPTS		EXPENDITURES	
TYPE	VALUE	TYPE	VALUE	TYPE	VALUE
TOTAL	\$ 75,690	SALES	\$ 49,954	ISSUES TO THE GENERAL MESS	\$ 49,953.7296
STORES CONSUMED	\$ 49,954	SPECIAL MEALS	0	INVENTORY	26,396.4928
SURVEY & LOSS WITHOUT SURVEY	0	SALE OF BULK FOOD ITEMS 2/	381	PRICE ADJUSTMENT	-2,092.5666
TRANSFERS WITH REIMBURSEMENT	134	TRANSFERS WITHOUT REIMBURSEMENT	8	TOTAL	75,690.2558

NAVSUP FORM 1358

*** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) ***

DATE: 15 JUL 98 PAGE: 1

ACTIVITY USS DUARTE (DDG 90) FPO-AE 28882-1888 COMMANDING OFFICER U.I.C. V21111

VALUE	*1998	ACTIVITY/PURPOSE	DOCUMENT NO.	VALUE
22,020.7651	4 30	ALL OTHERS (ISSUES+GPBP-RETURNS)		24.4600
1,169.1729	5 31	ALL OTHERS (ISSUES+GPBP-RETURNS)		37.5200
366.3000	6 30	SURVEY	8181 0001	860.3000
35.9280	6 30	WARDROOM MESS (ISSUES+GPBP-RETURNS)		164.8100
57.3920	6 30	ALL OTHERS (ISSUES+GPBP-RETURNS)		153.8400
123.3280	6 30	USS DUARTE (DDG 90)	V21880 8181 9S14	7.6000
4.500	6 30	USSF	V23232 8181 9A09 #	134.2100
6528	6 30	EXPENDITURE WITHOUT SURVEY	8181 9V03	49.8600
61.9286	6 30	ISSUES TO THE GENERAL MESS		49,953.7296
498.8000	6 30	INVENTORY		26,396.4928
603.0451	6 30	SUBTOTAL		77,782.8224
122.2128	6 30	PRICE ADJUSTMENT		-2,092.5666
1,900.7000	6 30	TOTAL		75,690.2558

NAVSUP FORM 367

Total issues of "all others" plus issues to private messes equal the total of sale of bulk food items on the NAVSUP Form 1358

Figure 7-36

NAVSUP P-486 Volume I – Food Service Management

RECORDING DATA ON THE “EXPENDITURE” SECTION (TRANSFER WITH REIMBURSEMENT) TO THE GENERAL MESS OPERATING STATEMENT

F84800001 TIME: 14:22 *** GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358) *** DATE: 15JUL98 PAGE: 1

GENERAL MESS OPERATING STATEMENT (7330) NAVSUP REPORT 7330-8

ACTIVITY (Name and Mailing Address) USS DUARTE (DDG 90) COMMANDING OFFICER USS DUARTE (DDG 90) FPO-AE 28882-1888		NAVSUP FORM 1358		Days In Port 91	Facility Operated (No. of Days) 91	U.I.C. 21111
--	--	-------------------------	--	--------------------	---------------------------------------	-----------------

BALANCE SHEET RECEIPTS		RATION STATEMENT	
VALUE		TYPE OF PERSONNEL	RATIONS ALLOWED
BALANCE BROUGHT FORWARD 1/	\$ 22,021	NAVY (Enlisted)	18,954
RECEIPTS WITH CHARGE 2/	53,571	TOTAL OTHER PERSONNEL	8,171
RECEIPTS WITHOUT CHARGE	98	TOTAL RATIONS	27,125
TOTAL	\$ 75,690		

EXPENDITURES		COMPUTATION OF ALLOWANCES/FINANCIAL STATEMENT	
VALUE		TYPE	RATIONS
STORES CONSUMED	\$ 49,954	BASIC ALLOWANCE	3/ 8,916
SPECIAL MEALS	0	99 OR LESS	2,725
SURVEY & LOSS WITHOUT SURVEY	910	100 TO 149	5,349
SALE OF BULK FOOD ITEMS 2/	381	UNDER ISSUE BF	
TRANSFERS WITH REIMBURSEMENT	134		
TRANSFERS WITHOUT REIMBURSEMENT	8		
BALANCE ON HAND	26,396	TOTAL ALLOWANCES	52,744
PRICE ADJUSTMENT	-2,093	STORES CONSUMED	49,954
TOTAL	\$ 75,690	REVISED BY	2,790

Notes:
1/ Balance on hand previous report.
2/ Equals the sum of the 3 monthly 'Ration and Sales Reports.'
3/ Post 'TOTAL RATIONS' figure from the 'RATIONS FED' column.
Any remarks should be placed on the reverse side of this form.

The figures contained in the 'RATIONS ALLOWED' column are correct to the best of my knowledge and belief.

EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE)
R. S. BART

I CERTIFY that the above information is correct to the best of my knowledge and belief.
W. B. Ellis 476 5 July 98
CERTIFIED BY (SIGNATURE) (RANK AND TITLE) (DATE)

NAVSUP FORM 1358 (REV. 10/86) S/N 0108-LF-501-3501

*** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) *** DATE: 15JUL98 PAGE: 1

ACTIVITY		USS DUARTE (DDG 90)	FPO-AE	COMMANDING OFFICER	U.I.C.
		USS DUARTE (DDG 90)		28882-1888	V21111

EXPENDITURES					
VALUE	*1998	Mo.	Day	ACTIVITY/PURPOSE	VALUE
22,020.7651	4	30		ALL OTHERS (ISSUES+GPBP-RETURNS)	24.4600
1,169.1729	5	31		ALL OTHERS (ISSUES+GPBP-RETURNS)	37.5200
366.3000	6	30		SURVEY	860.3000
35.9280	6	30		WARDROOM MESS (ISSUES+GPBP-RETURNS)	164.8100
57.3920	6	30		ALL OTHERS (ISSUES+GPBP-RETURNS)	153.8400
23.3280	6	30		USS DUARTE (DDG 90)	7.6000
1.4500	6	30		USSF	134.2100
.6528	6	30		EXPENDITURE WITHOUT SURVEY	49.8600
51.9286	6	30		ISSUES TO THE GENERAL MESS	49,953.7296
498.8000	6	30		INVENTORY	26,396.4928
603.0451	6	30		SUBTOTAL	77,782.8224
122.2128	6	30		PRICE ADJUSTMENT	-2,092.5666
1,900.7000	6	30		TOTAL	75,690.2558

NAVSUP FORM 367

Figure 7-37

NAVSUP P-486 Volume I – Food Service Management

RECORDING DATA ON THE “EXPENDITURE” SECTION (TRANSFER WITHOUT REIMBURSEMENT) TO THE GENERAL MESS OPERATING STATEMENT

F84800001 TIME: 14:22 *** GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358) *** DATE: 15JUL98 PAGE: 1

GENERAL MESS OPERATING STATEMENT (7330) NAVSUP REPORT 7330-8

ACTIVITY (Name and Mailing Address) USS DUARTE (DDG 90) COMMANDING OFFICER USS DUARTE (DDG 90) FPO-AE 28882-1888

NAVSUP FORM 1358

Days In Port 91 Facility Operated (No. of Days) 91 U.I.C. 21111

BALANCE SHEET RECEIPTS		VALUE	TYPE OF PERSONNEL		RATIONS STATEMENT	
					RATIONS ALLOWED	RATIONS FED
BALANCE BROUGHT FORWARD 1/		\$ 22,021	NAVY (Enlisted)		18,954	2/ 745
RECEIPTS WITH CHARGE 2/		53,571	TOTAL OTHER PERSONNEL		8,171	2/ 8,171
RECEIPTS WITHOUT CHARGE		98	TOTAL RATIONS		27,125	2/ 8,916
TOTAL		\$ 75,690	COMPUTATION OF ALLOWANCES/ FINANCIAL STATEMENT			
EXPENDITURES		VALUE	TYPE		RATIONS	RATE
						VALUE
STORES CONSUMED		\$ 49,954	BASIC ALLOWANCE		3/ 8,916	\$ 5.38 47,968
SPECIAL MEALS		0	99 OR LESS		2,725	0.81 2,207
SURVEY & LOSS WITHOUT SURVEY		910	100 TO 149		5,349	0.40 2,140
SALE OF BULK FOOD ITEMS 2/		381	UNDER ISSUE BF			429
TRANSFERS WITH REIMBURSEMENT		134	TOTAL			44
TRANSFERS WITHOUT REIMBURSEMENT			STORES CO			54
BALANCE ON HAND		26,396	REVISED			47,990
PRICE ADJUSTMENT		-2,093				
TOTAL		\$ 75,690				

Notes:
1/ Balance on hand previous report.
2/ Equals the sum of the 3 monthly 'Ration and Sales Reports.'
3/ Post 'TOTAL RATIONS' figure from the 'RATIONS FED' column.
Any remarks should be placed on the reverse side of this form.

The figures contained in the 'RATIONS ALLOWED' column are correct to the best of my knowledge and belief.

EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE) R. S. BART

I CERTIFY that the above information is correct to the best of my knowledge and belief.

CERTIFIED BY (Signature) (RANK AND TITLE) (DATE) W.B. Ellis LTJG 5 July 98

NAVSUP FORM 1358 (REV. 10/86) S/N 0108-LF-501-3581

*** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) *** DATE: 15JUL98 PAGE: 1

ACTIVITY USS DUARTE (DDG 90) FPO-AE COMMANDING OFFICER 28882-1888 U.I.C. V21111

EXPENDITURES		VALUE
*1998	ACTIVITY/PURPOSE	VALUE
No. Day		
4 30	ALL OTHERS (ISSUES+GPBP-RETURNS)	24.4600
5 31	ALL OTHERS (ISSUES+GPBP-RETURNS)	37.5200
6 30	SURVEY	860.3000
6 30	WARDROOM MESS (ISSUES+GPBP-RETURNS)	164.8100
6 30	ALL OTHERS (ISSUES+GPBP-RETURNS)	153.8400
6 30	USS DUARTE (DDG 90)	7.6000
6 30	USSF	134.2100
6 30	EXPENDITURE WITHOUT SURVEY	49.8600
6 30	ISSUES TO THE GENERAL MESS	49,953.7296
6 30	INVENTORY	26,396.4928
6 30	SUBTOTAL	77,782.8224
6 30	PRICE ADJUSTMENT	-2,092.5666
6 30	TOTAL	75,690.2558

NAVSUP FORM 367

Figure 7-38

NAVSUP P-486 Volume I – Food Service Management

RECORDING DATA ON THE “EXPENDITURE” SECTION (BALANCE ON HAND) TO THE GENERAL MESS OPERATING STATEMENT

F8480001 TIME: 14:22

GENERAL MESS OPERATING STATEMENT (7330)

ACTIVITY (Name and Mailing Address)

USS DUARTE (DDG 90)

COMMANDING OFFICER

USS DUARTE (DDG 90)

FPD-AE 28882-1888

NAVSUP FORM 1358

*** GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358) ***

DATE: 15JUL98 PAGE: 1

NAVSUP REPORT 7330-8

Days In Port: 91

Facility Operated (No. of Days): 91

U.I.C.: 21111

NOTE: ROUND ALL VALUES TO NEAREST DOLLAR

BALANCE SHEET RECEIPTS		VALUE	RATION STATEMENT	
			TYPE OF PERSONNEL	RATIONS ALLOWED
BALANCE BROUGHT FORWARD 1/		\$ 22,021	NAVY (Enlisted)	18,954
RECEIPTS WITH CHARGE 2/		53,571	TOTAL OTHER PERSONNEL	8,171
RECEIPTS WITHOUT CHARGE		98	TOTAL RATIONS	27,125
TOTAL		\$ 75,690		2/ 8,916

EXPENDITURES		VALUE	COMPUTATION OF ALLOWANCES/FINANCIAL STATEMENT				
			TYPE	RATIONS	RATE	VALUE	
STORES CONSUMED		\$ 49,954	BASIC ALLOWANCE	3/ 8,916	\$ 5.38	\$ 47,968	
SPECIAL MEALS		0	SPECIAL ALLOWANCES	99 OR LESS	2,725	0.81	2,207
SURVEY & LOSS WITHOUT SURVEY		910		100 TO 149	5,349	0.40	2,140
SALE OF BULK FOOD ITEMS 2/		381		UNDER ISSUE BF			429
TRANSFERS WITH REIMBURSEMENT		134					
TRANSFERS WITHOUT REIMBURSEMENT		8					
BALANCE ON HAND		26,396	TOTAL ALLOWANCES			\$ 52,744	
PRICE ADJUSTMENT		-2,093	STORES CONSUMED (From 'EXPENDITURES')			49,954	
TOTAL		75,690	REVIEWED BY LEADING MS (SIGNATURE)	UNDER ISSUE		\$ 2,790	

Notes:

1/ Balance on hand previous report.

2/ Equals the sum of the 3 monthly 'Ration and Sales Reports.'

I certify that the above information is correct to the best of my knowledge and belief.

PERSONNEL OFFICER (SIGNATURE) (DATE)

CERTIFIED BY (SIGNATURE) (RANK AND TITLE) (DATE)

S/N 0108-LF-501-3581

This total dollar value will agree with the inventory posted in the expenditure section of the NAVSUP Form 367.

*** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) ***

DATE: 15JUL98 PAGE: 1

ACTIVITY		USS DUARTE (DDG 90)	FPD-AE	COMMANDING OFFICER	U.I.C.	
		USS DUARTE (DDG 90)		28882-1888	V21111	
VALUE	*1998	Mo.	Day	ACTIVITY/PURPOSE	DOCUMENT NO.	VALUE
22,020.7651	4	30		ALL OTHERS (ISSUES+GPBP-RETURNS)		24,4600
1,169.1729	5	31		ALL OTHERS (ISSUES+GPBP-RETURNS)		37.5200
366.3000	6	30		SURVEY	8181 0001	860.3000
35.9280	6	30		WARDROOM MESS (ISSUES+GPBP-RETURNS)		164.8100
57.3920	6	30		ALL OTHERS (ISSUES+GPBP-RETURNS)		153.8400
123.3280	6	30		USS DUARTE (DDG 90)	V21880 8181 9514	7.6000
1,4500	6	30		USSF	V23232 8181 9A09 #	134.2100
6528	6	30		EXPENDITURE WITHOUT SURVEY	8181 9A03	49.8600
51.9286	6	30		ISSUES TO THE GENERAL MESS		49,953.7296
98.8000	6	30		INVENTORY		26,396.4928
603.0451	6	30		SUBTOTAL		77,782.8224
122.2128	6	30		PRICE ADJUSTMENT		-2,092.5666
1,900.7000	6	30		TOTAL		75,690.2558

NAVSUP FORM 367

This total dollar value is for the ending inventory as of the last day of the accounting period.

Figure 7-39

NAVSUP P-486 Volume I – Food Service Management

RECORDING DATA ON THE “EXPENDITURE” SECTION (PRICE ADJUSTMENT) SECTION OF THE GENERAL MESS OPERATING STATEMENT

F84800001 TIME: 14:22 *** GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358) *** DATE: 15JUL98 PAGE: 1

GENERAL MESS OPERATING STATEMENT (7330) NAVSUP REPORT 7330-8

ACTIVITY (Name and Mailing Address) USS DUARTE (DDG 90) COMMANDING OFFICER USS DUARTE (DDG 90) FPO-AE 28882-1888

NAVSUP FORM 1358

Days In Port 91 Facility Operated (No. of Days) 91 U.I.C. 21111

BALANCE SHEET RECEIPTS		RATION STATEMENT			
VALUE	TYPE OF PERSONNEL	RATIONS ALLOWED		RATIONS FED	
BALANCE BROUGHT FORWARD 1/ \$ 22,021	NAVY (Enlisted)	18,954	2/	745	
RECEIPTS WITH CHARGE 2/ 53,571	TOTAL OTHER PERSONNEL	8,171	2/	8,171	
RECEIPTS WITHOUT CHARGE 98	TOTAL RATIONS	27,125	2/	8,916	
TOTAL \$ 75,690					

COMPUTATION OF ALLOWANCES/ FINANCIAL STATEMENT				
TYPE	RATIONS	RATE	VALUE	
BASIC ALLOWANCE	3/	8,916	\$ 5.38	\$ 47,968
SPECIAL ALLOWANCES				
99 OR LESS		2,725	0.81	2,207
100 TO 149		5,349	0.40	2,140
UNDER ISSUE BF				429
TOTAL ALLOWANCES				52,744
STORES CONSUMED (From RECEIPTS BY LEADING 1)				49,954
PRICE ADJUSTMENT				2,790
TOTAL \$ 75,690				

Notes:
1/ Balance on hand previous report.
2/ Equals the sum of the 3 monthly 'Ration and Sales Reports.'
3/ Post 'TOTAL RATIONS' figure from the 'RATIONS FED' column.
Any remarks should be placed on the reverse side of this form.

The figures contained in the 'RATIONS ALLOWED' column are correct to the best of my knowledge and belief.

EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE) R. S. BART

CERTIFIED BY (Signature) (RANK AND TITLE) (DATE)

Note: due to rounding this value may not agree with the NAVSUP Form 367 and NAVSUP Form 1358.

5 July 98

NAVSUP FORM 1358 (REV. 10/86) S/N 0108-LF-501-3581

** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) ** DATE: 15JUL98 PAGE: 1

ACTIVITY USS DUARTE (DDG 90) COMMANDING OFFICER 28882-1888 U.I.C. V21111

EXPENDITURES

VALUE	*1998 Mo.	Day	ACTIVITY/ PURPOSE	DOCUMENT NO.	VALUE
22,020.7651	4	30	ALL OTHERS (ISSUES+GPBP-RETURNS)		24,4600
1,169.1729	5	31	ALL OTHERS (ISSUES+GPBP-RETURNS)		37,5200
366.3000	30		SURVEY	8181 0001	860,3000
35,000.00	6	30	GENERAL MESS (ISSUES+GPBP-RETURNS)		164,8100
			RETURNS)		153,8400
				V21800 8181 9514	1,6000
				V23232 8181 9A09 #	13,2100
				8181 9V03	49,954,7296
98.8000	6	30	INVENTORY		26,44928
603.0451	6	30	SUBTOTAL		77,782.8224
122.2128	6	30	PRICE ADJUSTMENT		-2,092.5666
1,900.7000	6	30	TOTAL		75,690.2558
44,9500					

This dollar value makes up the difference between the total receipts and the total expenditures for the accounting period

NAVSUP FORM 367

Figure 7-40

NAVSUP P-486 Volume I – Food Service Management

RECORDING DATA ON THE “RATION STATEMENT” SECTION TO THE GENERAL MESS OPERATING STATEMENT

*** GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358) ***

DATE: 15JUL98 PAGE: 1

NAVSUP FORM 1358

GENERAL MESS OPERATING STATEMENT (7330)
ACTIVITY (Name and Mailing Address)
USS DUARTE (DDG 90)
COMMANDING OFFICER
USS DUARTE (DDG 90)
FPO-AE 28882-1888

Days In Port 91
Facility Operated (No. of Days) 91
U.I.C. 21111

BALANCE SHEET		RATION STATEMENT	
RECEIPTS	VALUE	TYPE OF PERSONNEL	RATIONS ALLOWED
BALANCE BROUGHT FORWARD 1/	\$ 22,021	NAVY (Enlisted)	18,954
RECEIPTS WITH CHARGE 2/	53,571	TOTAL OTHER PERSONNEL	8,171
RECEIPTS WITHOUT CHARGE	98	TOTAL RATIONS	27,125
TOTAL	\$ 75,690		8,916

COMPUTATION OF ALLOWANCES/FINANCIAL STATEMENT

TYPE	RATIONS	RATE	VALUE
BASIC ALLOWANCE	3/	8,916	\$ 5,000
99 OR LESS		2,725	0.81
100 TO 149		5,300	0.40
TOTAL			52,744

EXPENDITURES

EXPENDITURES	VALUE
STORES CONSUMED	\$ 49,954
SPECIAL MEALS	0
SURVEY & LOSS WITHOUT SURVEY	910
SALE OF BULK FOOD ITEMS 2/	381
TRANSFERS WITH REIMBURSEMENT	134
TOTAL	\$ 75,690

STORES CONSUMED (From 'EXPENDITURES')

STORES CONSUMED	VALUE
STORES CONSUMED	49,954
TOTAL	\$ 2,790

REVIEWED BY LEADING MS (SIGNATURE) *S. J. Clinger*
EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) *R. S. BART* (DATE) *15 July 98*

The figures contained in the "RATIONS ALLOWED" column are correct to the best of my knowledge and belief.

I CERTIFY that the above information is correct to the best of my knowledge and belief.

CERTIFIED BY (SIGNATURE) *U. S. Ellis* (RANK AND TITLE) *LTJG* (DATE) *15 July 98*

Reverse side of this form, NAVSUP FORM 1358 (REV. 10/86)

S/N 0108-LF-501-5581

This total allowed figure is obtained from the daily muster report from the personnel officer less other authorized personnel.

This total rations figure is extracted from the three monthly NAVSUP Form 1357's.

NAVSUP FORMS 1357

RECEIPTS 1/ WITH CHARGE 13,185

TYPE OF PERSONNEL AND CODE	RATIONS FED
NAVY Regular 1/	221
Other	
Rations sold for cash	311
Reserve	83
ROTC 2/	
Midshipmen 2/ (Naval Academy)	
Regular	2,217
Reserve	
Regular	271
Reserve	
National Guard 2/	
TAR 2/ OTHER 2/	
TOTAL OTHER PERSONNEL 1/ (Codes 2 through 14)	2,884
GRAND TOTAL 1/ (Codes 1 and 15)	3,105

RECEIPTS 1/ WITH CHARGE 16,969

TYPE OF PERSONNEL AND CODE	RATIONS FED
NAVY Regular 1/	23
Other	
Rations sold for cash	28
Reserve	7
ROTC 2/	
Midshipmen 2/ (Naval Academy)	
Regular	1,65
Reserve	
Regular	25
Reserve	
National Guard 2/	
Regular	
National Guard 2/	
Coast Guard 2/	
Foreign 2/	
TAR 2/ OTHER 2/	
TOTAL OTHER PERSONNEL 1/ (Codes 2 through 14)	2,554
GRAND TOTAL 1/ (Codes 1 and 15)	2,554

RECEIPTS 1/ WITH CHARGE 23,417

TYPE OF PERSONNEL AND CODE	RATIONS FED
NAVY Regular 1/	287
Other	
Rations sold for cash	337
Reserve	59
ROTC 2/	
Midshipmen 2/ (Naval Academy)	
Regular	2,255
Reserve	
Regular	315
Reserve	
National Guard 2/	
Regular	
National Guard 2/	
Coast Guard 2/	2
Foreign 2/	
TAR 2/ OTHER 2/	2
TOTAL OTHER PERSONNEL 1/ (Codes 2 through 14)	970
GRAND TOTAL 1/ (Codes 1 and 15)	3,257

Figure 7-41

NAVSUP P-486 Volume I – Food Service Management

RECORDING DATA ON THE COMPUTATION ALLOWANCE/FINANCIAL SECTION (TOTAL ALLOWANCES) TO THE GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358)

F84800001 TIME: 14:22 *** GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358) *** DATE: 15JUL98 PAGE: 1

GENERAL MESS OPERATING STATEMENT (7330)

ACTIVITY (Name and Mailing Address)
USS DUARTE (DDG 90)
COMMANDING OFFICER
USS DUARTE (DDG 90)
FPO-AE 28882-1888

PERIOD
04/01/98 THRU 06/30/98

Days In Port
91

Facility Operated (No. of Days)
91

U.I.C.
21111

NOTE: ROUND ALL VALUES TO NEAREST DOLLAR

BALANCE SHEET RECEIPTS		VALUE	TYPE OF PERSONNEL		RATION STATEMENT		RATIONS FED	
BALANCE BROUGHT FORWARD 1/		\$ 22,021	NAVY (Enlisted)			2/	745	
RECEIPTS WITH CHARGE 2/		53,571	TOTAL OTHER PERSONNEL			2/	8,171	
RECEIPTS WITHOUT CHARGE		98	TOTAL RATIONS			2/	8,916	
TOTAL		\$ 75,690						

This figure must equal the total rations fed column.

EXPENDITURES		VALUE	COMPUTATION OF ALLOWANCES/FINANCIAL STATEMENT				
			TYPE	RATION	RATE	VALUE	
STORES CONSUMED		\$ 49,954	BASIC ALLOWANCE	3/ 8,916	\$ 5.38	\$ 47,968	
SPECIAL MEALS		0	SPECIALLY ALLOWED / SUPPLEMENT	99 OR LESS	2,725	0.81	2,207
SURVEY & LOSS WITHOUT SURVEY		910		100 TO 149	5,349	0.40	2,140
SALE OF BULK FOOD ITEMS 2/		381		UNDER ISSUE BF			429
TRANSFERS WITH REIMBURSEMENT		134					
TRANSFERS WITHOUT REIMBURSEMENT		8					
BALANCE ON HAND		26,396	TOTAL ALLOWANCES				\$ 52,744
PRICE ADJUSTMENT		-2,093	STORES CONSUMED (From 'EXPENDITURES')				49,954
TOTAL		\$ 75,690	REVIEWED BY LEADING MS (SIGNATURE) J. G. Clinton MSC				UNDER ISSUE \$ 2,790

Notes:
1/ Balance on hand previous report.
2/ Equals the sum of the 3 monthly 'Ration and Sales Reports.'
3/ Post 'TOTAL RATIONS' figure from the 'RATIONS FED' column.
Any remarks should be placed on the reverse side of this form.

The figures contained in the 'RATIONS ALLOWED' column are correct to the best of my knowledge and belief.

EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE)
R. S. BART

I CERTIFY that the above information is correct to the best of my knowledge and belief.
W. B. Ellis LTJG 5 July 98

NAVSUP FORM 1358 (REV. 10/86) S/N 0108-LF-501-3581

The basic allowance rate used must agree with the latest NAVSUPNOTE 7330.

Figure 7-42

PART D: SUBMITTING, RETAINING AND DISPOSITION OF FINANCIAL RETURNS AND SUPPORTING DOCUMENTS

SECTION I: SUBMITTING FINANCIAL RETURNS

7300 WHEN SUBMITTED

A General Mess Operating Statement (NAVSUP Form 1358) will be submitted to SUP 51 by the Food Service Officer as follows:

- a. within 10 days following the end of each regular accounting period
- b. when the return of one period is merged with a previous or following period, but not later than 10 days following the latter merged period.

For automated activities, the NAVSUP Form 1358 will be downloaded to diskette and transmitted via Streamlined Automated Logistics Transmission System (SALTS) within the same time frames. The NAVSUP Form 1358 will be printed in one copy only.

Fleet ballistic missile submarines will render the NAVSUP Form 1358 during a patrol regardless of fiscal quarter or fiscal year for each period the general mess is administered by each crew (blue) or (gold). An alphabetic suffix "B" or "G" will be added to the unit identification code to indicate blue or gold crew. For example, SSBN 598 will render subsistence returns under unit identification code 05106(B) or 05106(G), as applicable.

7301 RELIEF OF THE ACCOUNTABLE FOOD SERVICE OFFICER

Upon relief, an inventory will be taken by both the relieved and relieving officers, and stock records will be balanced but not closed out. The accounts receivable of the relieved officer will be transferred to the relieving officer. The relieving officer will receipt for the monetary value of the inventory and submit returns at the end of the regular quarterly accounting period. If the relieving officer is not satisfied that accountability is within prescribed limits of para. 7211-2, or when the Commanding Officer directs, the officer being relieved closes the records and submits returns for the period of his/her accountability, i.e., a fractional period of the regular quarterly accounting period. The relieving officer will then render a return for the remainder of the accounting period. This is the only situation when a fractional return is required upon the relief of an accountable Food Service Officer.

7302 DELAY, DELINQUENCY, AND UNDEPOSITED FUNDS

When returns cannot be submitted on or before the date they are required, a Naval message from the Commanding Officer, explaining the reason for the delay and anticipated date of submission will be forwarded to SUP 512 (with a copy to TYCOM) no later than the date that the return is required. NAVSUP does not authorize delayed submission via phone. An automated discrepancy letter (generated by the NFMIS program) is forwarded via SALTS to all ships/stations (with a copy to the TYCOM) who have submitted incorrect returns.

SSBNs and SSNs unable to submit returns in a timely manner due to operational requirements should transmit a Naval message to SUP 512/012 (info to TYCOM) with the receipt with charge figures prior to getting underway after stores load out is completed.

NAVSUP P-486 Volume I – Food Service Management

NAVSUP forwards a Naval message (with a copy to the TYCOM) to all ships/stations who have not deposited all funds collected during a fiscal year within 30 days of the close of the fiscal year. A follow-on Naval message to the TYCOM (with a copy to the ship/station) is forwarded if action has not been completed within 60 days of the close of the fiscal year. An additional follow-on Naval message to the TYCOM (with a copy to the CINC and ship/station) is forwarded if action has not been completed within 90 days of the close of the fiscal year.

7303 MERGED RETURNS

To reduce the administrative work involved with preparing returns, general mess returns for 31 days or less of one accounting period may be merged with the previous or following accounting period except at the end of the fiscal year. For example, a ship or activity being disestablished on 15 January may merge that period with the return rendered for 1 October through 31 December. Merged returns will be approved in writing by the Commanding Officer. SUP 51 will be notified as soon as possible. The letter of notification will include the reason(s) for the merged returns. No general mess returns will be merged between two fiscal years unless specifically authorized by SUP 51.

7304 FINAL RETURNS

When it is anticipated that a Navy General Mess will be permanently closed due to deactivation or decommissioning, a Naval Message or SALTS must be forwarded to SUP 51, via the TYCOM, to ensure that the next submission of the NAVSUP Form 1358 is recorded as the final return. The "Balance on Hand" entry on the NAVSUP Form 1358 will have a zero balance after all transfers have been completed. Transferred stock balances will be included in entries opposite the captions "Transfers with Reimbursement" or "Transfers without Reimbursement", as appropriate.

7305 TEMPORARY CLOSURE

When it is anticipated that a Navy General Mess will be temporarily closed for overhaul, remodeling, or renovation, a Naval message or SALTS must be forwarded to SUP 51, via the TYCOM, that advises the closure date, reason for closure, and expected reopening date. If the reopening date is delayed, advise SUP 51, via the TYCOM of the revised reopening date. This action ensures that activities receive the appropriate Special Food Allowance as listed in the NAVSUPNOTE 7330. The mess will continue to submit monthly reports and quarterly returns in the usual manner, reporting any receipts, expenditures or surveys.

7306 PROCEDURES FOR SUBMITTING CORRECTED NAVSUP FORM 1358

1. GENERAL. As a result of discovered errors or omissions, submission of a corrected General Mess Operating Statement will be necessary. Any errors in inventory values at the beginning or end of a quarter/patrol cycle will affect preceding/subsequent submittals.

2. PROCEDURES WHEN SUBMITTING A MANUAL CORRECTED REPORT

a. A complete, corrected NAVSUP Form 1358 will be prepared for each quarter/patrol cycle in which errors occurred or changes are required due to errors in a previous accounting period (Figure 7-4). If a letter has been received from SUP 51 citing errors/omissions, it should be stapled to the original corrected return along with any documentation/certification not previously submitted, and mailed to SUP 51. The remaining copy should be attached to documentation/certifications and filed with the retained returns.

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b. All entries which reflect corrected figures, will be annotated with one asterisk (*) on the original and copy.

c. Two asterisks (**) will be placed next to figures on the original and copy for which supporting documentation/certification were not previously submitted, but are now included.

d. Each corrected NAVSUP Form 1358 will be annotated on the top with "CORRECTED RETURN NO. (insert no.)". The corrected return for the quarter/patrol cycle will be numbered consecutively.

e. The Food Service Officer will sign and insert the typed name, rank and current date after all sections of the NAVSUP Form 1358 have been completed and proper documentation attached to the original and copy.

3. PROCEDURES WHEN SUBMITTING AN AUTOMATED CORRECTED REPORT. Each time a change is made within the FSM that affects the 1358, you must print new documents that apply to that change. This will overwrite the ones for the quarter that are in the Automated Data Transfer Function of the FSM. This should be the one re-transmitted via SALTS for corrected copy. It is not necessary to indicate corrected copy.

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SUBMITTING A MANUALLY CORRECTED GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358)

CORRECTED NAVSUP FORM 1358

FB4800001 TIME: 14:22 *** GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358) *** DATE: 15JUL98 PAGE: 1

GENERAL MESS OPERATING STATEMENT (7330) **"CORRECTED COPY #1"** NAVSUP REPORT 7330-8

ACTIVITY (Name and Mailing Address)
USS DUARTE (DDG 90)
COMMANDING OFFICER
USS DUARTE (DDG 90)
FPO-AE 28882-1888

PERIOD
04/01/98 THRU 06/30/98

Days In Port
91

Facility Operated (No. of Days)
91

U.I.C.
21111

NOTE: ROUND ALL VALUES TO NEAREST DOLLAR

BALANCE SHEET RECEIPTS		RATION STATEMENT	
VALUE		TYPE OF PERSONNEL	RATIONS ALLOWED
BALANCE BROUGHT FORWARD 1/	\$ 22,021	NAVY (Enlisted)	18,954
RECEIPTS WITH CHARGE 2/	53,571	TOTAL OTHER PERSONNEL	8,171
RECEIPTS WITHOUT CHARGE	98	TOTAL RATIONS	27,125
TOTAL	\$ 75,690		

EXPENDITURES		COMPUTATION OF ALLOWANCES/FINANCIAL STATEMENT	
VALUE		TYPE	RATIONS
STORES CONSUMED	\$ 49,954	BASIC ALLOWANCE	3/ 8,916
SPECIAL MEALS	0	99 OR LESS	2,725
SURVEY & LOSS WITHOUT SURVEY	910	100 TO 149	5,349
SALE OF BULK FOOD ITEMS 2/	381	UNDER ISSUE BF	
TRANSFERS WITH REIMBURSEMENT	134		
TRANSFERS WITHOUT REIMBURSEMENT	* 499		
BALANCE ON HAND	25,905	TOTAL ALLOWANCES	\$ 52,744
PRICE ADJUSTMENT	* -2,093	STORES CONSUMED (From 'EXPENDITURES')	49,954
TOTAL	\$ 75,690	REVISED BY LEADING MS (SIGNATURE)	UNDER ISSUE

Notes:
1/ Balance on hand previous report.
2/ Equals the sum of the 3 monthly 'Ration and Sales Reports.'
3/ Post 'TOTAL RATIONS' figure from the 'RATIONS FED' column.
Any remarks should be placed on the reverse side of this form.

The figures contained in the 'RATIONS ALLOWED' column are correct to the best of my knowledge and belief.

EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE)
R. S. BART

I CERTIFY that the above information is correct to the best of my knowledge and belief.
W.B. Ellis
CERTIFIED BY (SIGNATURE) (RANK AND TITLE) (DATE)
LTJG 5 July 98

NAVSUP FORM 1358 (REV. 10/86) S/N 0108-LF-501-3581

ORIGINAL NAVSUP FORM 1358

FB4800001 TIME: 14:22 *** GENERAL MESS OPERATING STATEMENT (NAVSUP FORM 1358) *** DATE: 15JUL98 PAGE: 1

GENERAL MESS OPERATING STATEMENT (7330) NAVSUP REPORT 7330-8

ACTIVITY (Name and Mailing Address)
USS DUARTE (DDG 90)
COMMANDING OFFICER
USS DUARTE (DDG 90)
FPO-AE 28882-1888

PERIOD
04/01/98 THRU 06/30/98

Days In Port
91

Facility Operated (No. of Days)
91

U.I.C.
21111

NOTE: ROUND ALL VALUES TO NEAREST DOLLAR

BALANCE SHEET RECEIPTS		RATION STATEMENT	
VALUE		TYPE OF PERSONNEL	RATIONS ALLOWED
BALANCE BROUGHT FORWARD 1/	\$ 22,021	NAVY (Enlisted)	18,954
RECEIPTS WITH CHARGE 2/	53,571	TOTAL OTHER PERSONNEL	8,171
RECEIPTS WITHOUT CHARGE	98	TOTAL RATIONS	27,125
TOTAL	\$ 75,690		

EXPENDITURES		COMPUTATION OF ALLOWANCES/FINANCIAL STATEMENT	
VALUE		TYPE	RATIONS
STORES CONSUMED	\$ 49,954	BASIC ALLOWANCE	3/ 8,916
SPECIAL MEALS	0	99 OR LESS	2,725
SURVEY & LOSS WITHOUT SURVEY	910	100 TO 149	5,349
SALE OF BULK FOOD ITEMS 2/	381	UNDER ISSUE BF	
TRANSFERS WITH REIMBURSEMENT	134		
TRANSFERS WITHOUT REIMBURSEMENT	8		
BALANCE ON HAND	26,396	TOTAL ALLOWANCES	\$ 52,744
PRICE ADJUSTMENT	-2,093	STORES CONSUMED (From 'EXPENDITURES')	49,954
TOTAL	\$ 75,690	REVISED BY LEADING MS (SIGNATURE)	UNDER ISSUE

Notes:
1/ Balance on hand previous report.
2/ Equals the sum of the 3 monthly 'Ration and Sales Reports.'
3/ Post 'TOTAL RATIONS' figure from the 'RATIONS FED' column.
Any remarks should be placed on the reverse side of this form.

The figures contained in the 'RATIONS ALLOWED' column are correct to the best of my knowledge and belief.

EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE)
R. S. BART

I CERTIFY that the above information is correct to the best of my knowledge and belief.
W.B. Ellis
CERTIFIED BY (SIGNATURE) (RANK AND TITLE) (DATE)
LTJG 5 July 98

NAVSUP FORM 1358 (REV. 10/86) S/N 0108-LF-501-3581

Figure 7-43

SECTION II: SUBSTANTIATING FINANCIAL RETURNS

7310 SUBMISSION

For automated activities, no paperwork is forwarded to NAVSUP. The only reports required are the NAVSUP Form 1357, NAVSUP Form 1358, and Summary of Issues to the General Mess (NAVSUP Form 1059). These documents are downloaded to diskette in Automated Data Transfer module, and transmitted to NAVSUP via SALTS.

For manual activities the original of the General Mess Operating Statement (NAVSUP Form 1358), and the original Summary of Issues to the General Mess (NAVSUP Form 1059) will be submitted to the following address within the prescribed time frames listed in para 7300.

Commander, Naval Supply Systems Command
Support Services Directorate,
Food Service Division (SUP 51)
5450 Carlisle Pike
P.O. Box 2050
Mechanicsburg, PA 17055-0791

Section III: RETAINING FINANCIAL RETURNS AND SUPPORTING DOCUMENTS

7320 GENERAL

At a minimum, the Food Service Officer will retain four complete accounting periods (one year) worth of files, accounting records and substantiating documents described in paras. 7321 and 7322 for the purpose of future audits and inspections. Disposition of retained records, after one year, will be in accordance with Type Commander and Major Claimant instructions. Prior to disposing of records, contact the NAVSUP 51 Auditor.

7321 ORIGINALS RETAINED

Manual activities will retain the following original records and documents: (FSM activities are covered in Appendix A.)

- a. Subsistence Ledger (NAVSUP Form 335),
- b. Record of Receipts and Expenditures (NAVSUP Form 367),
- c. General Mess Control Record (NAVSUP Form 338),
- d. Food Item Report/Master Food Code List (NAVSUP Form 1059) and/or Food-Item Request/Issue Document (NAVSUP Form 1282) (issue documents supporting issues to the general mess),
- e. Food Item Report/Master Food Code List (NAVSUP Form 1059) and/or Food-Item Request/Issue Document (NAVSUP Form 1282) (issue documents supporting sales to private messes and issues for meals),
- f. Monthly Recapitulation of Meal Record (NAVSUP Form 1292),
- g. Ration and Sales Report (NAVSUP Form 1357),
- h. Food-Preparation Worksheet (NAVSUP Form 1090),
- i. Cash Meal Payment Book (DD Form 1544),
- j. Food Item Report/Master Food Code List (NAVSUP Form 1059) and/or Food-Item Request/Issue Document (NAVSUP Form 1282) Inventory Quantity Adjustment Sheet,
- k. Smooth Inventory Sheets, and
- l. Rough Inventory Sheets.

7322 COPIES RETAINED

Manual activities will retain copies of the following records and documents: (FSM activities are covered in Appendix A.)

- a. General Mess Operating Statement (NAVSUP Form 1358),
- b. NAVSUP Form 1059 (recapitulation of issues to the general mess),
- c. Each receipt document for the accounting period, stapled with an adding machine tape confirming the total,

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- d. Each expenditure document for the accounting period for which an original is not retained. All expenditure documents will be stapled with an adding machine tape confirming the total,
- e. Expenditure Log (NAVSUP Form 1334), and
- f. Financial Liability Investigation of Property Loss (DD Form 200).

SECTION IV: YEAR-END REPORT FOR RECEIPTS WITH CHARGE AND INVENTORY

7330 GENERAL

1. GENERAL. Immediately after the end of each fiscal year, SUP 51 must report the year's value of receipts with charge and the Navy total inventory value of food as of the end of the fiscal year.
2. REPORTING SCOPE. All general messes which conducted general mess operations during the fourth quarter of a fiscal year, including all patrol crews, e.g., Blue, Gold, etc., must submit report contents or negative reports if applicable.
3. REPORTING CONTENTS. All applicable general messes must report the following identifying and year-end data:
 - a. Unit Identification Code (UIC) and name of the general mess,
 - b. Actual dollar value of receipts with charge for:
 - (1) 1 September - 30 September
 - (2) 1 July - 30 September
 - c. Dollar value of general mess's food inventory as of 30 September.
4. REPORTING DEADLINE. Reports must be received at SUP 51 no later than 1200 hours Eastern Standard Time (EST) on the fourth calendar day after the end of the fiscal year, (i.e., 4 October). Timely responses are critical to establish/justify prior fiscal year total values.
5. REPORTING METHOD. Applicable general messes must submit year end reports to the Food Service Division (SUP 51), Naval Supply Systems Command via one of the following methods:
 - a. Streamlined Alternative Logistics Transmission System (SALTS) addressed to Code VSS, Dept SALTS Operator,
 - b. Navy message addressed to SUP 51,
 - c. Facsimile (FAX) at DSN 430-1631, Commercial 717-605-1631, Attention SUP 51. Do not rely on FAX availability due to the large volume of responses.

Telephone reports will not be excepted unless conditions preclude these means of submission.

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